Introducing Access® Online

Cardholder, Billing Official and Approving Official Training

Access Online Lessons

- Online Registration
- Forgot Your Password
- Logging In
- Navigation Basics
- My Personal Information

- Account Profile
- Viewing Statements
- Transaction Management
- Order Management
- Web-based Training

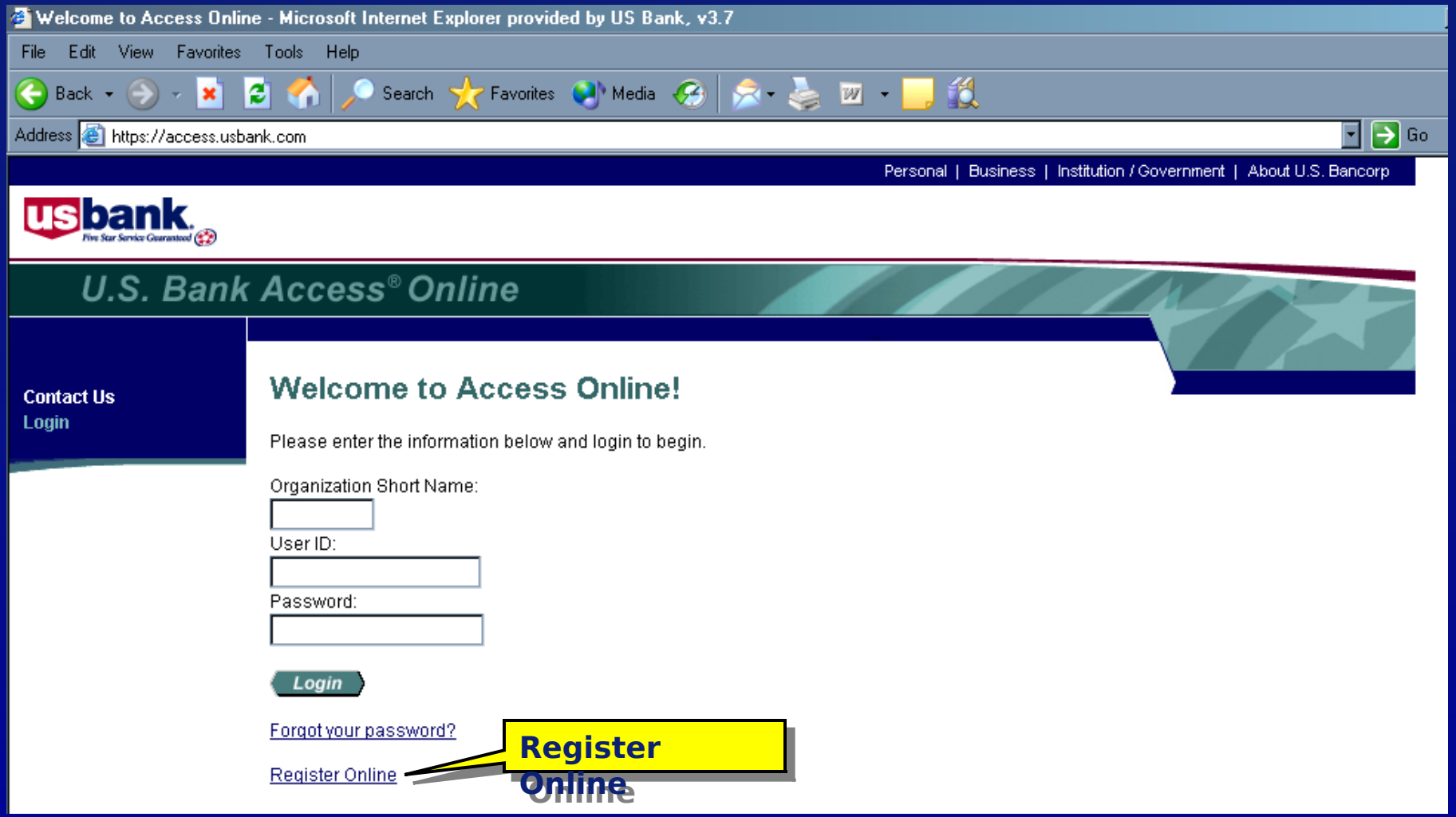
URL or Left Navigation Bar Link

Presentation Navigation Buttons

New Access Online Concepts

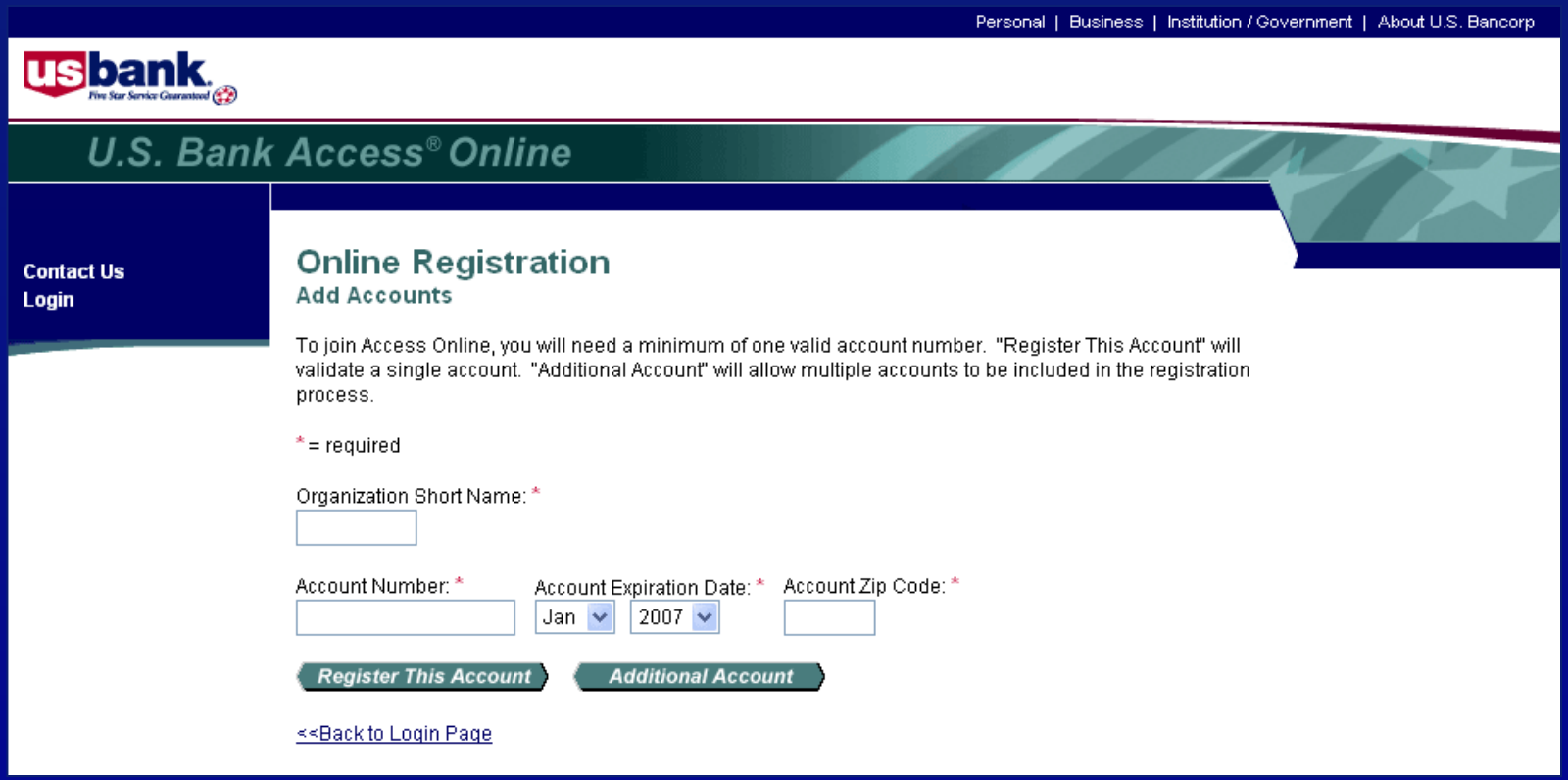
- Change your password every 60 days
- View statements online
- Receive email notification of statement availability
- Have transactions final-approved by a billing/approving official
- Combine reallocation and order and transaction matching

Online Registration



https://access.usbank.com

Online Registration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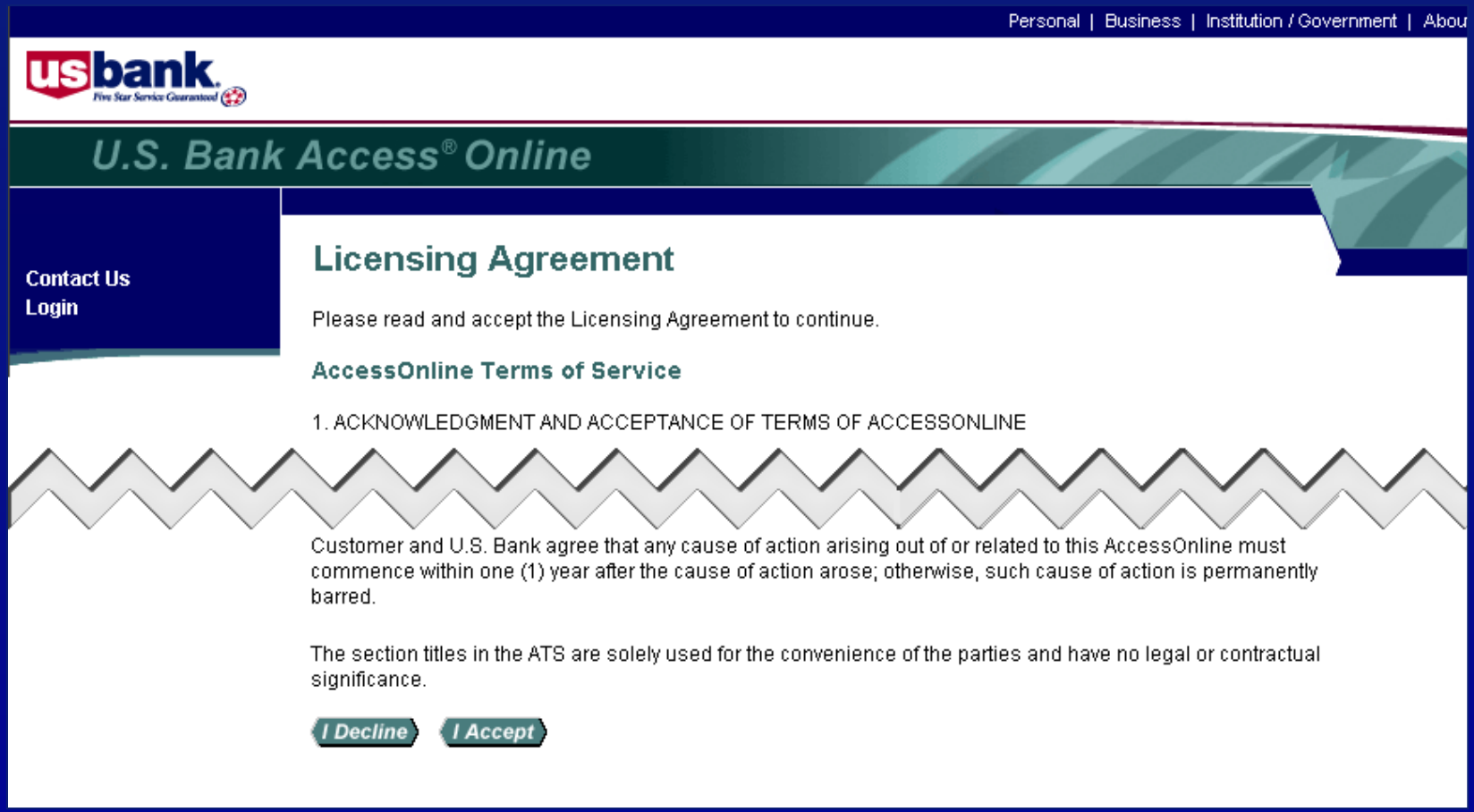
usbank
Five Star Service Guaranteed
U.S. Bank Access® Online
Contact Us
Login
Online Registration
Add Accounts
To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.
* = required
Organization Short Name: *
Account Number: *
Account Expiration Date: *
Jan
2007
Account Zip Code: *
Register This Account
Additional Account
<<Back to Login Page

Online Registration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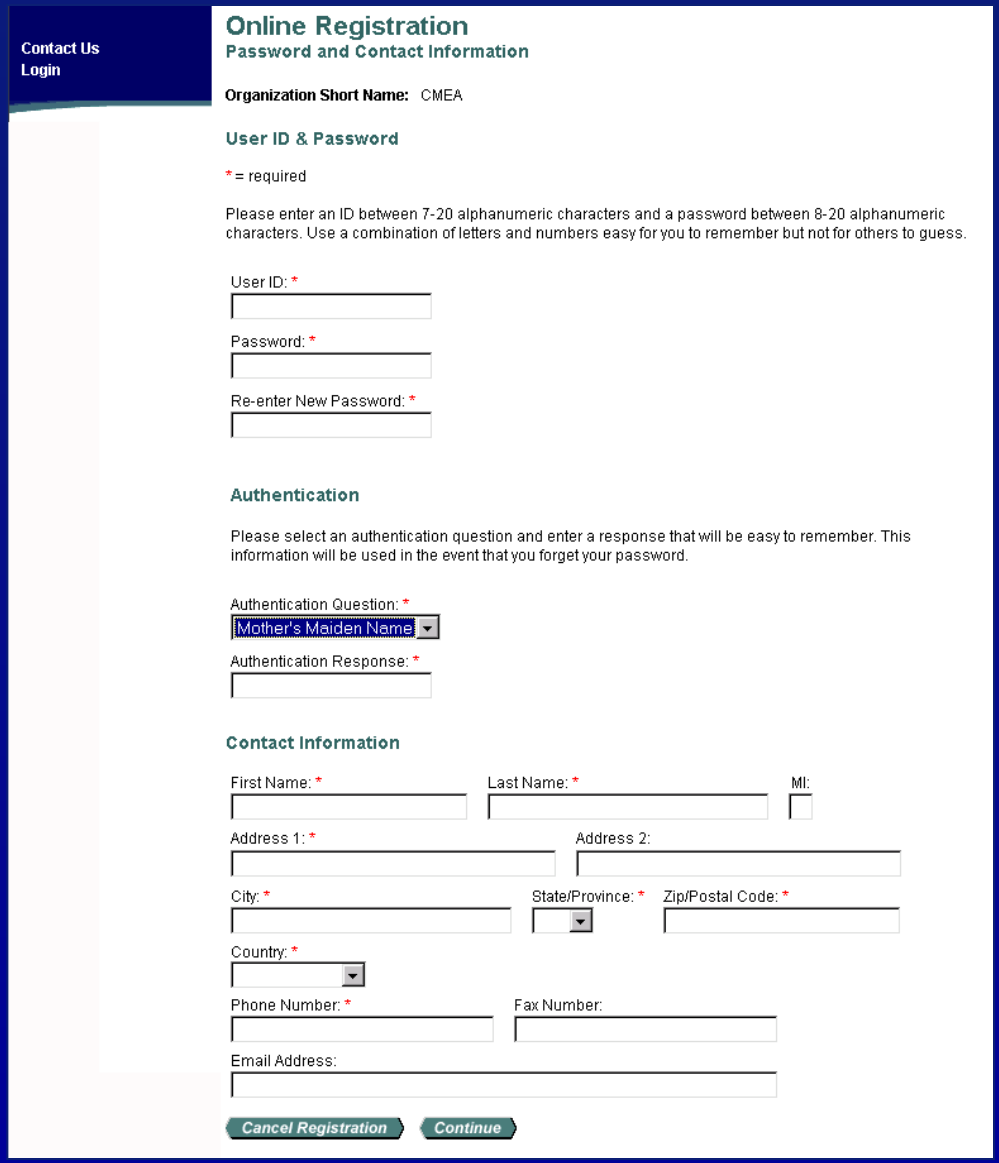
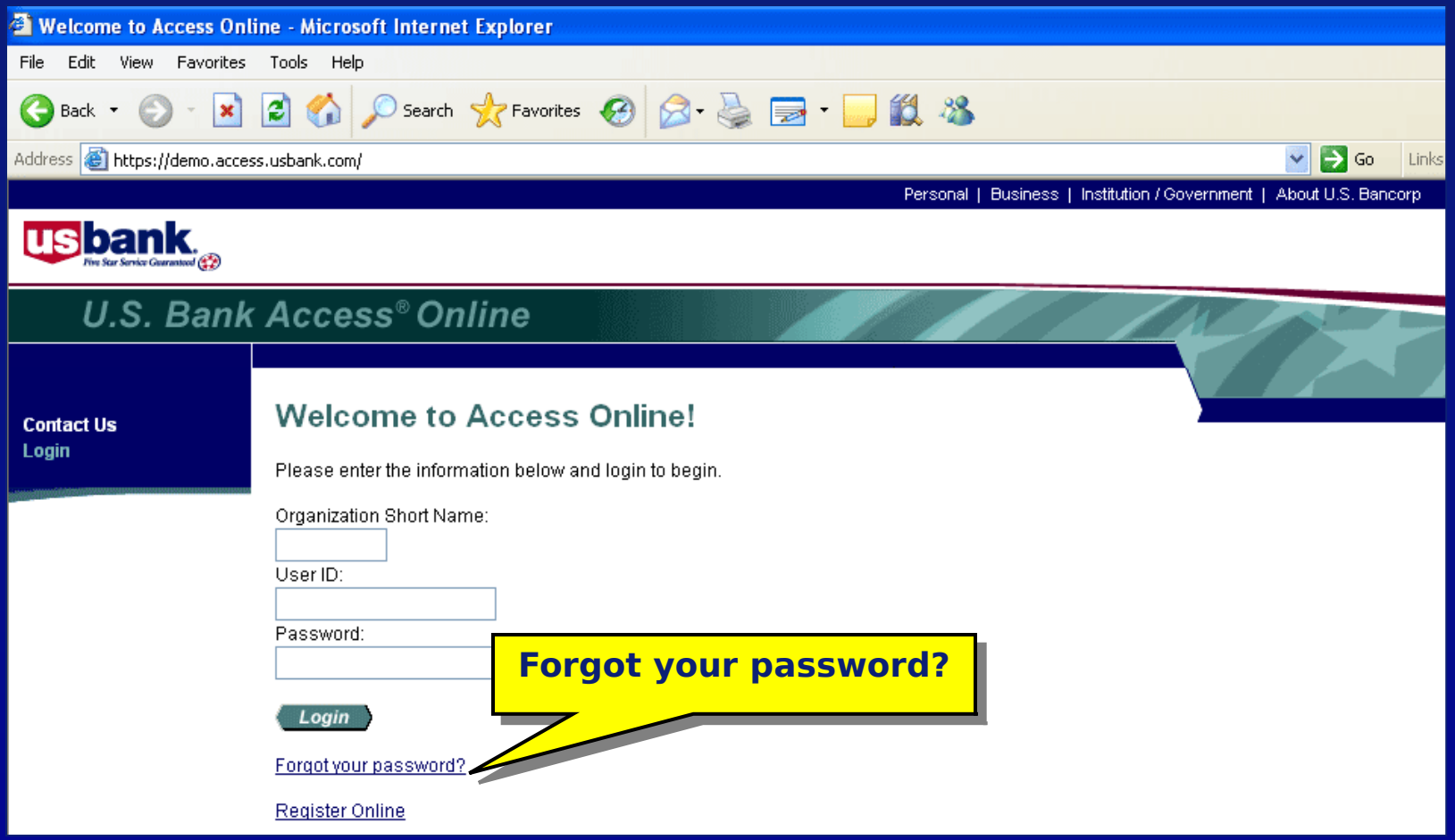
usbank
Five Star Service Guaranteed
U.S. Bank Access® Online
Contact Us
Login
Licensing Agreement
Please read and accept the Licensing Agreement to continue.
AccessOnline Terms of Service
1. ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESSONLINE
Customer and U.S. Bank agree that any cause of action arising out of or related to this AccessOnline must commence within one (1) year after the cause of action arose; otherwise, such cause of action is permanently barred.
The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance.
I Decline
I Accept

Online Registration

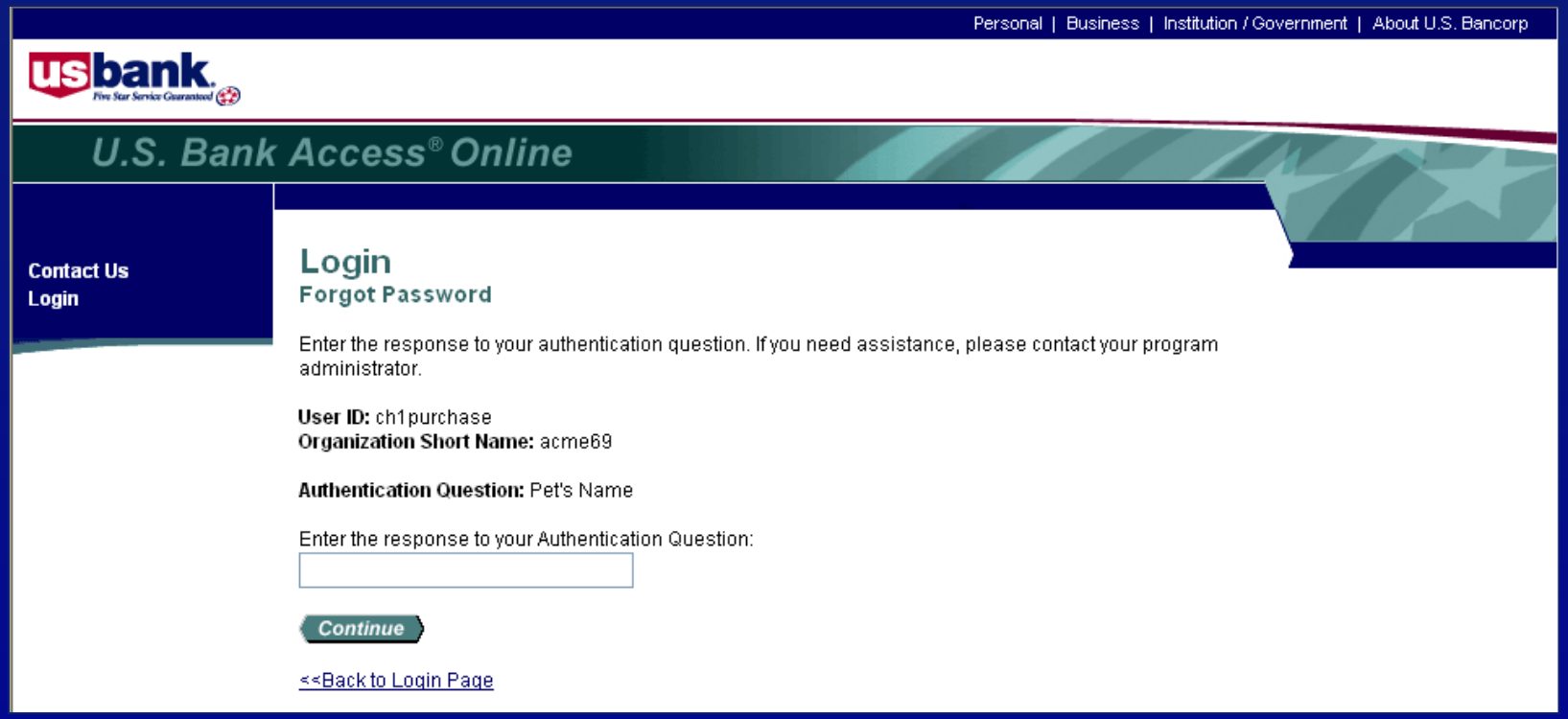

Contact Us
Login
Online Registration
Password and Contact Information
Organization Short Name: CMEA
User ID & Password
* = required
Please enter an ID between 7-20 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.
User ID: *
Password: *
Re-enter New Password: *
Authentication
Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.
Authentication Question: *
Mother's Maiden Name
Authentication Response: *
Contact Information
First Name: *
Last Name: *
MI:
Address 1: *
Address 2:
City: *
State/Province: *
Zip/Postal Code: *
Country: *
Phone Number: *
Fax Number:
Email Address:
Cancel Registration
Continue

Forgot Your Password



https://access.usbank.com

Forgot Your Password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usbank
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U.S. Bank Access® Online
Contact Us
Login
Login
Forgot Password
Enter the response to your authentication question. If you need assistance, please contact your program administrator.
User ID: ch1purchase
Organization Short Name: acme69
Authentication Question: Pet's Name
Enter the response to your Authentication Question:
Continue
<<Back to Login Page

Forgot Your Password

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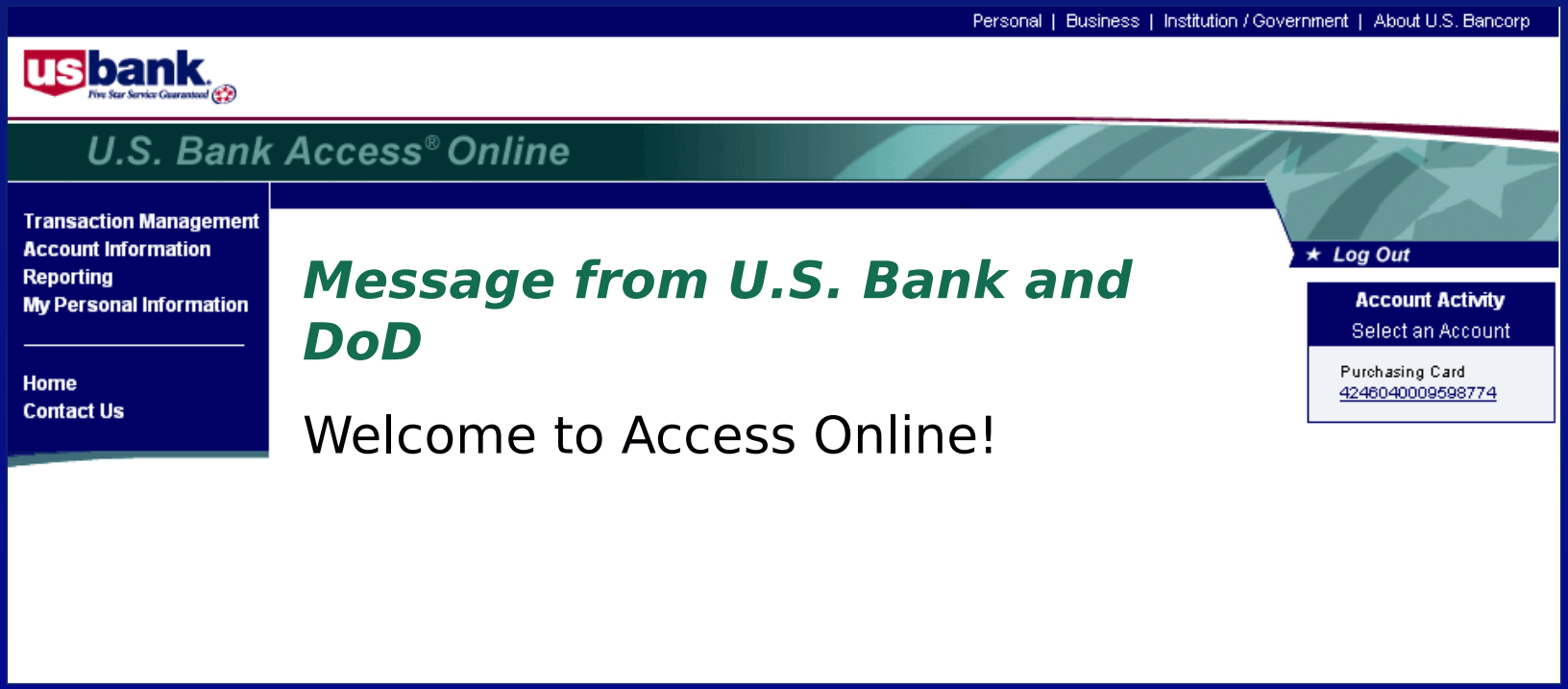
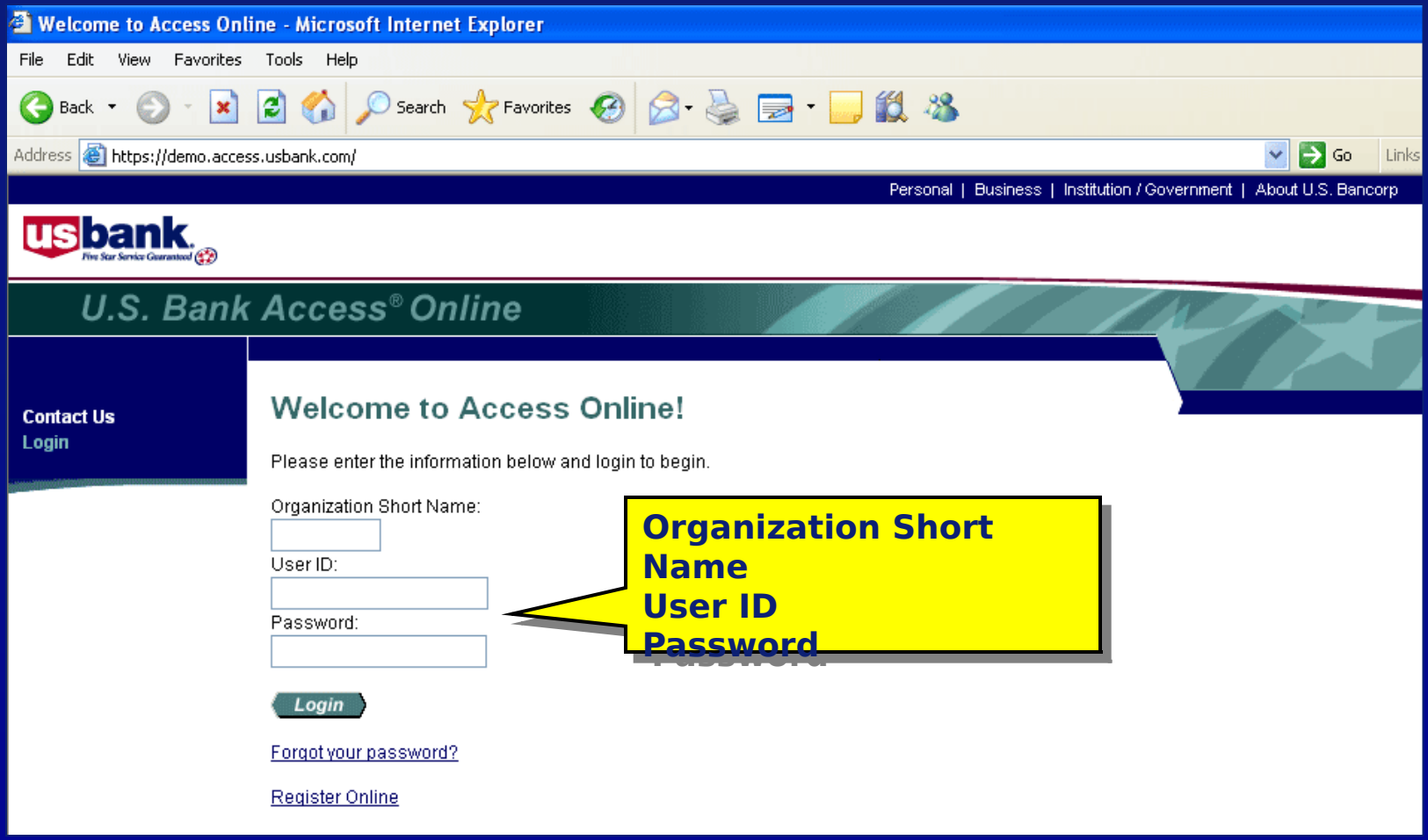
Login
New Password
Please enter a new password between 8-20 alpha/numeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.
User ID: Ch1purchase
Organization Short Name:ACME69
Enter New Password:
Re-enter New Password:
Save
<<Back to Authentication

Forgot Your Password



Logging In



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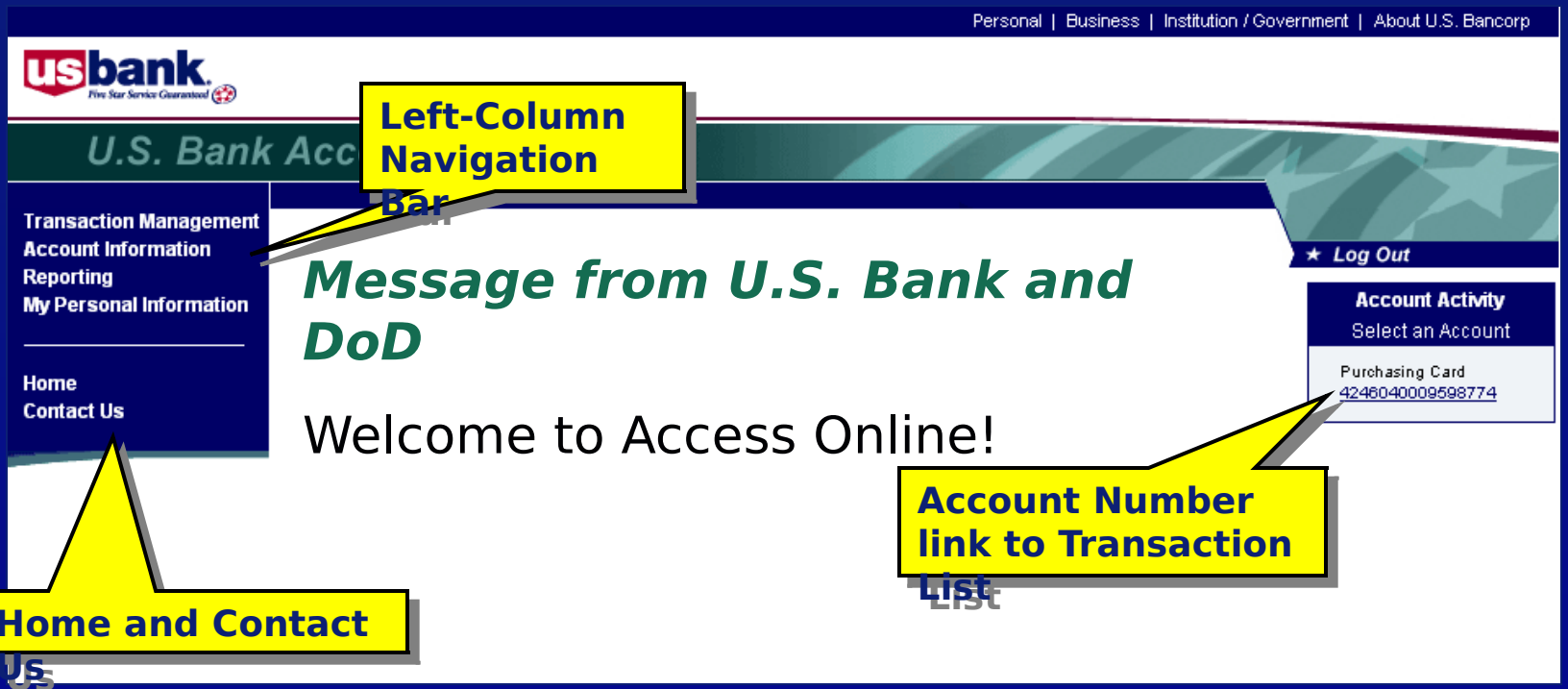
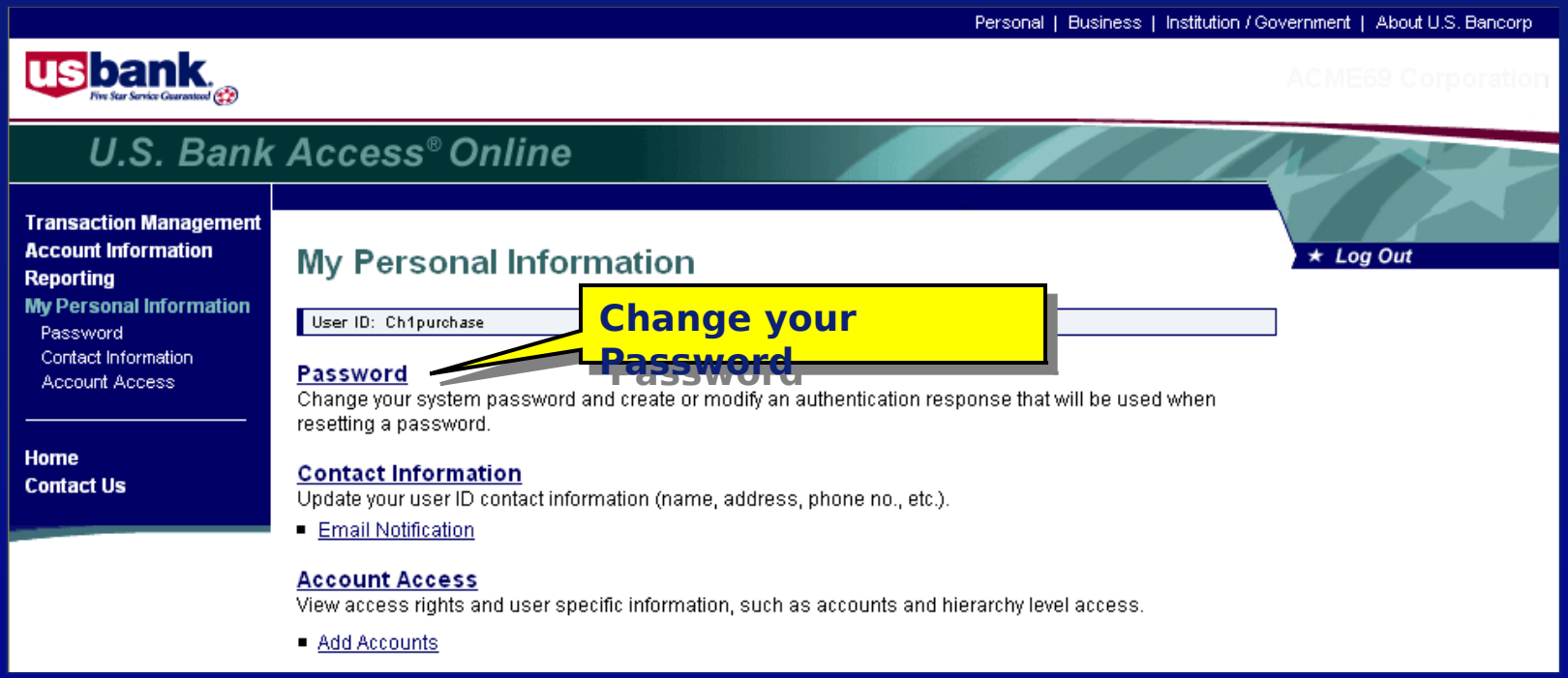
Navigation Basics



Support Desk Numbers

My Personal Information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My Personal Information
Password
Contact Information
Account Access
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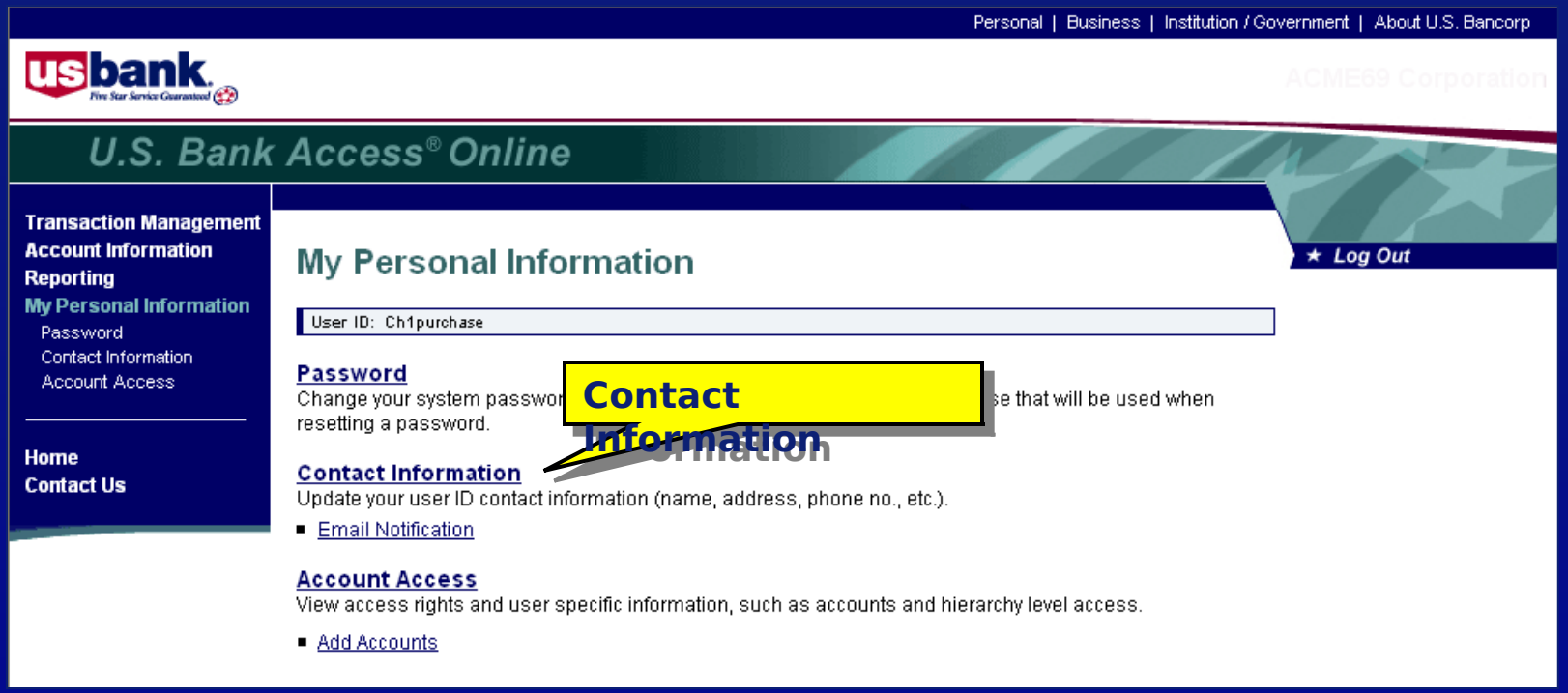
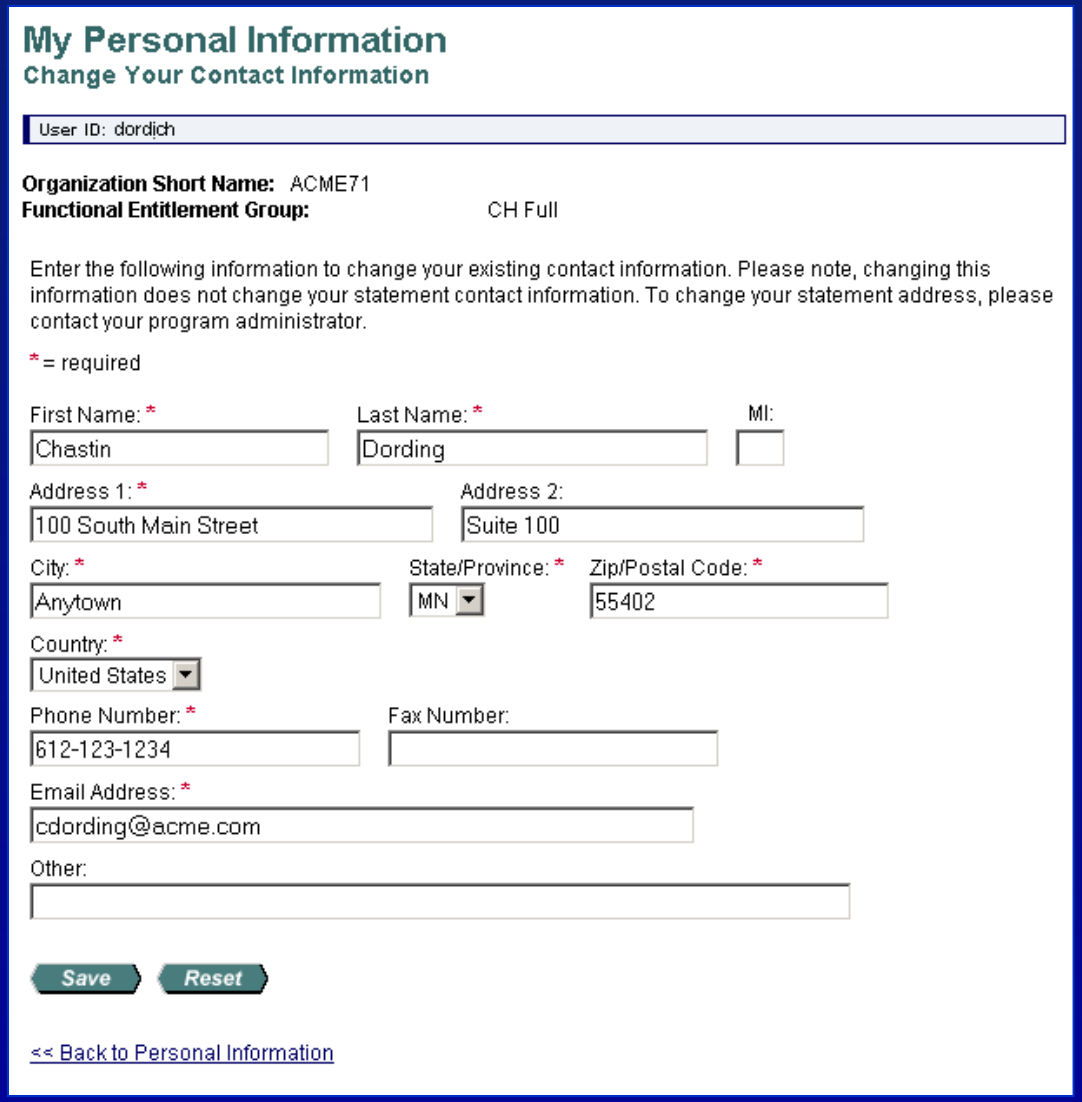
Contact Us
★ Log Out
My Personal Information
User ID: Ch1purchase
Change your Password
Password
Change your system password and create or modify an authentication response that will be used when resetting a password.
Contact Information
Update your user ID contact information (name, address, phone no., etc.).
Email Notification
Account Access
View access rights and user specific information, such as accounts and hierarchy level access.
Add Accounts

My Personal Information

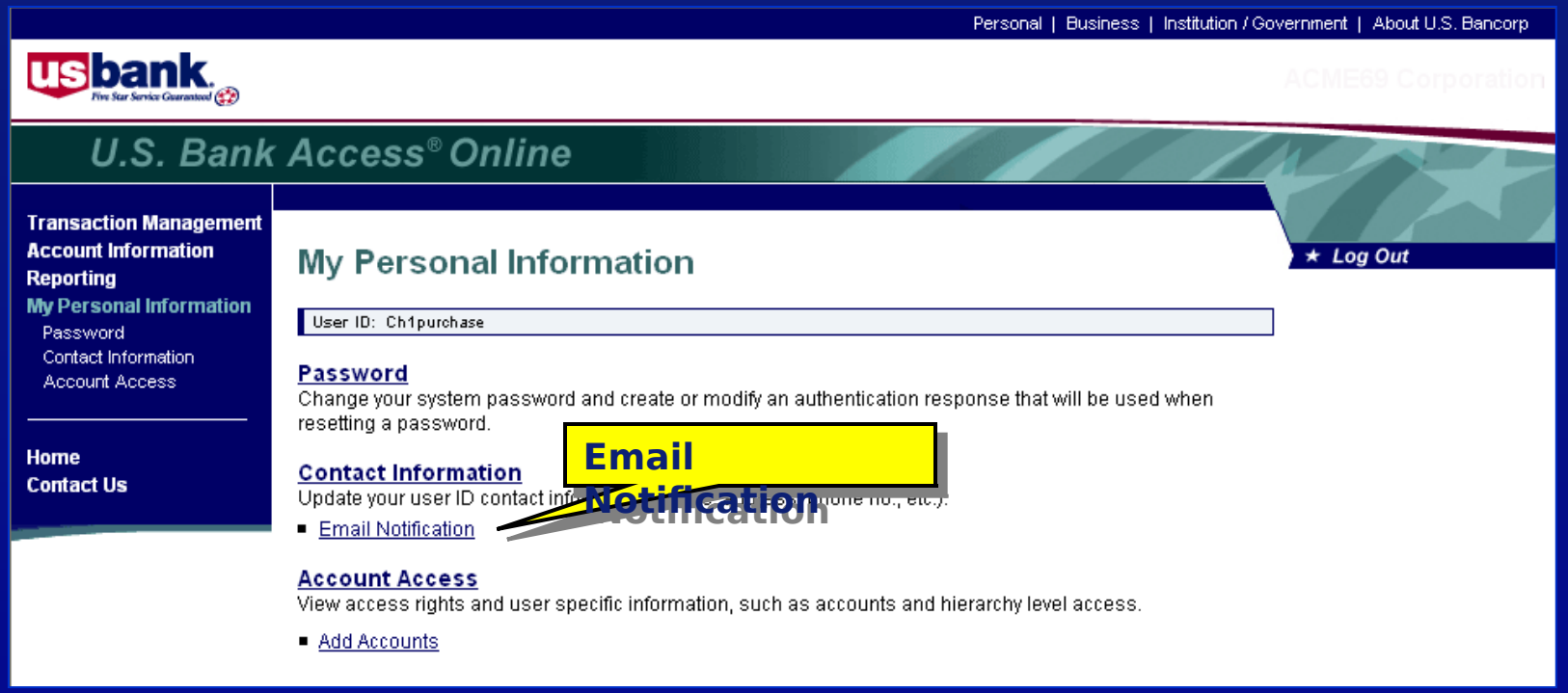


Contact Information



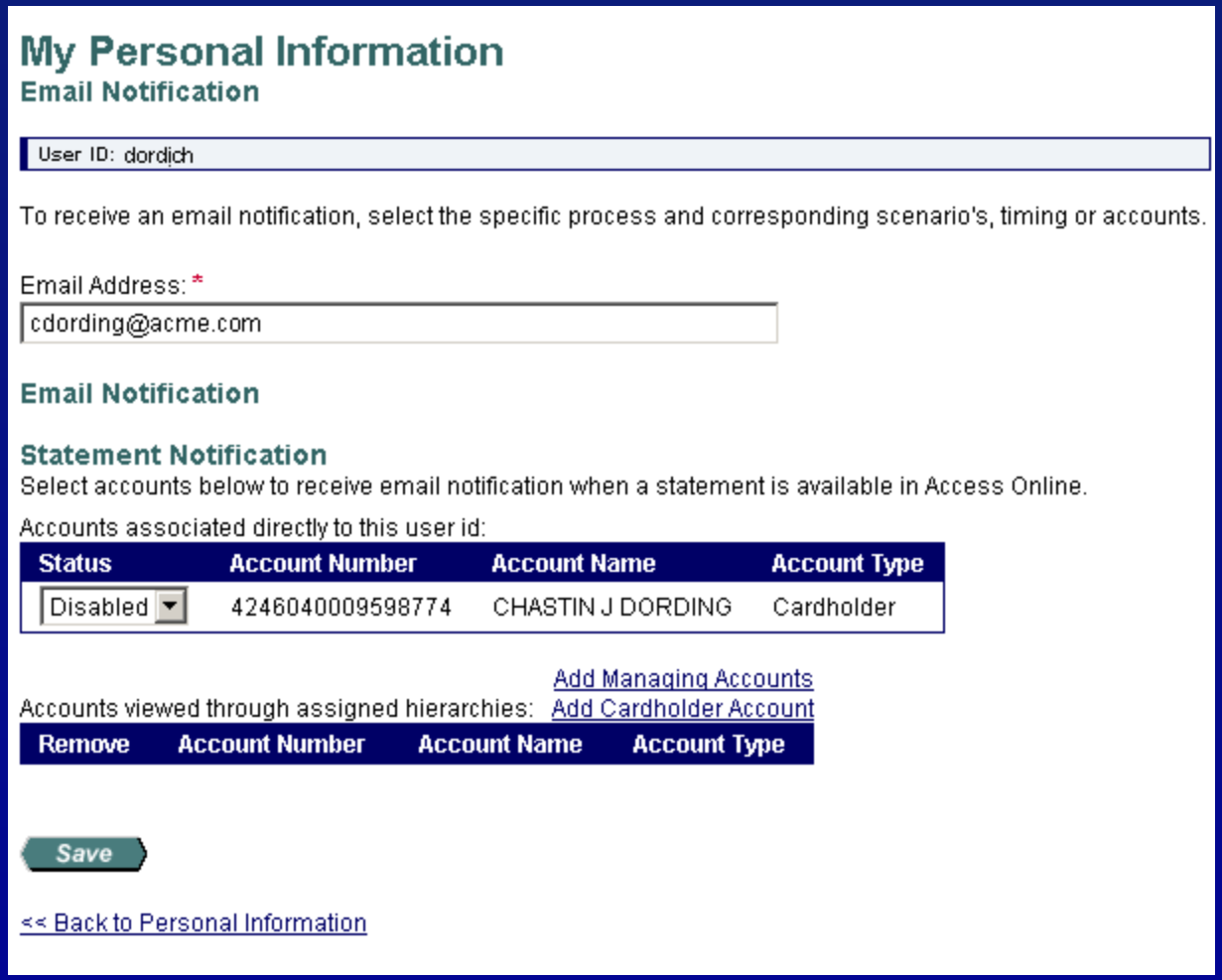
My Personal Information

Email Notification



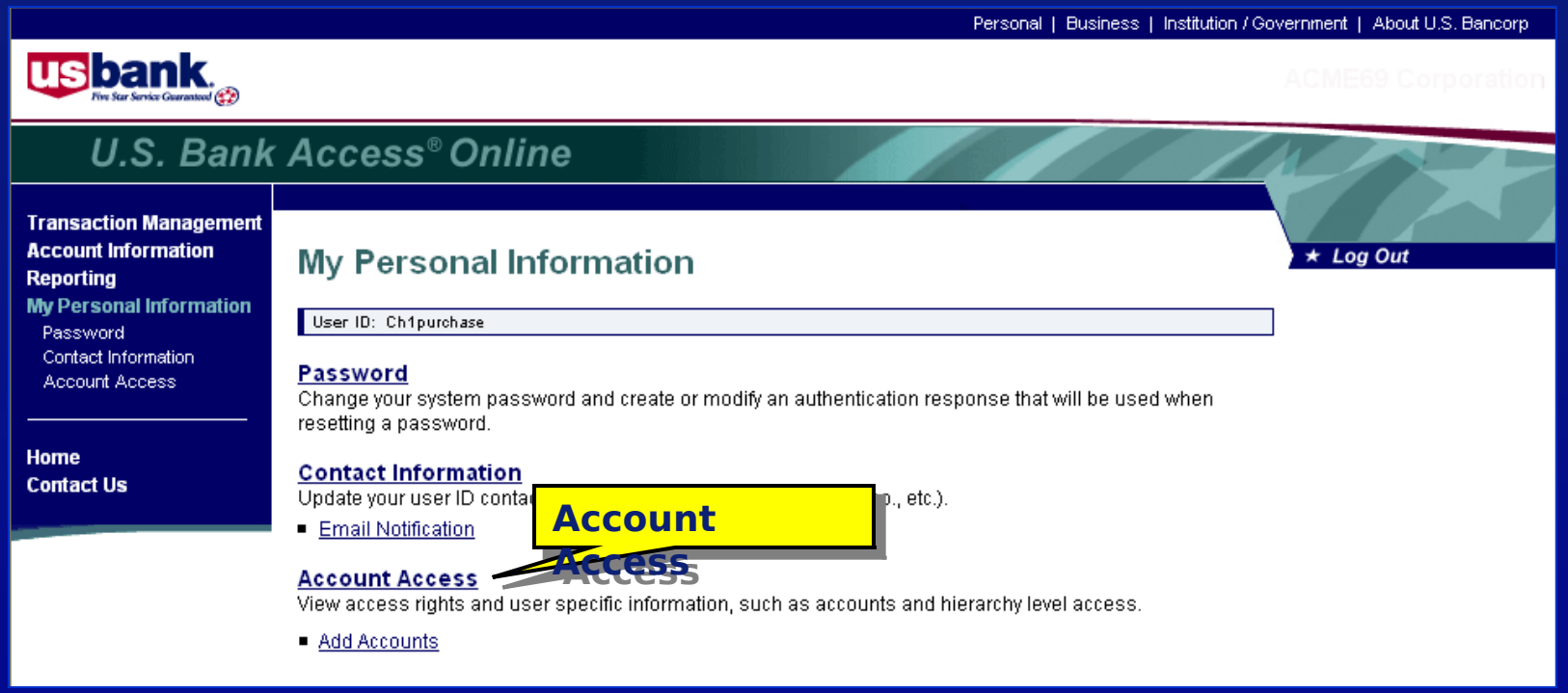
My Personal Information

Email Notification



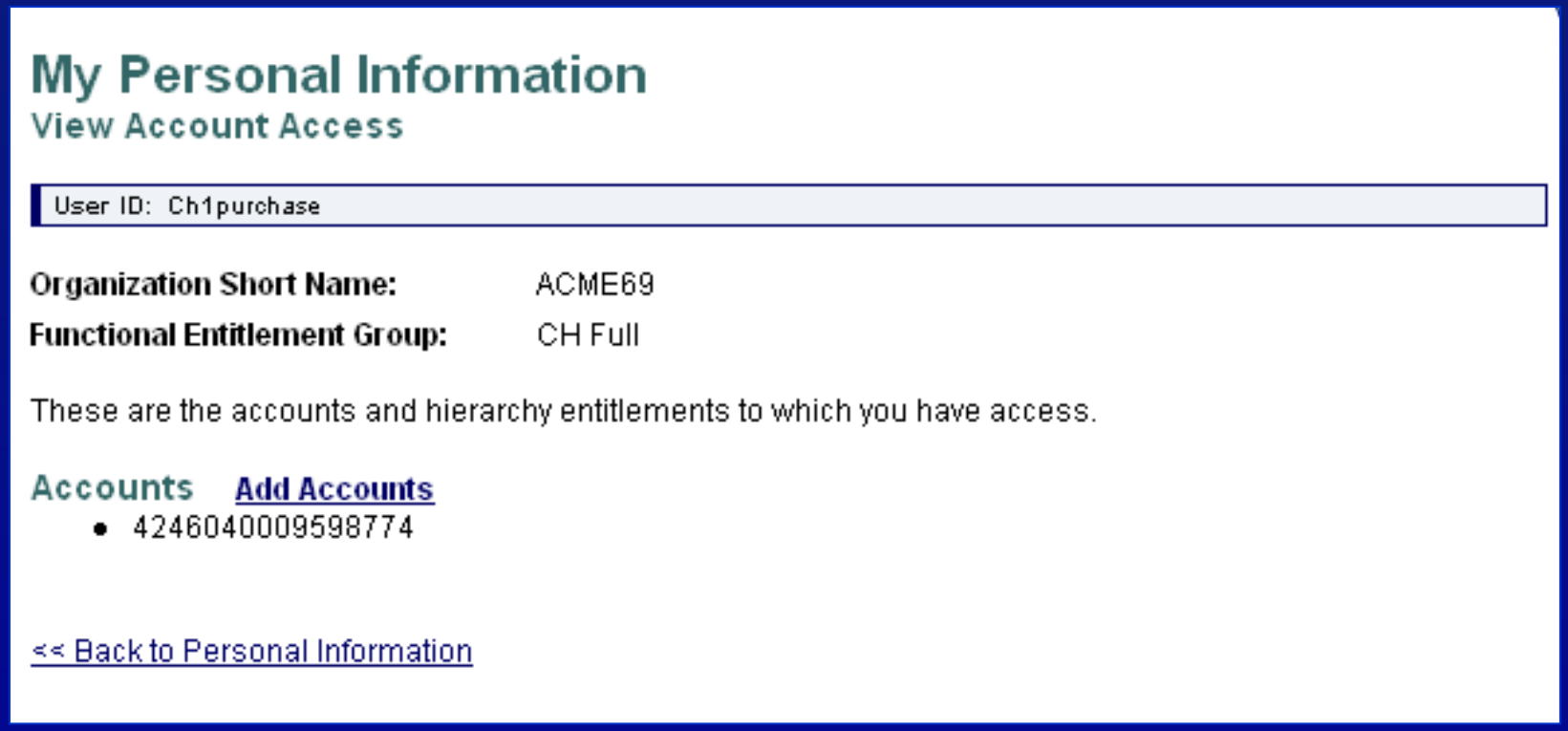
My Personal Information

Account Access



My Personal Information

Account Access


My Personal Information
View Account Access
User ID: Ch1purchase
Organization Short Name: ACME69
Functional Entitlement Group: CH Full
These are the accounts and hierarchy entitlements to which you have access.
Accounts Add Accounts
4246040009598774
<< Back to Personal Information

Click Here to Run the Password Demo

-Or-

Click Here to Skip the Password Demo

ACME04 CP Organization

U.S. Bank Access® Online

Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Account Activity
Select an Account

CP Organization
**********5691

Message from U.S. Bank

Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

Order Management
Transaction Management
Account Information
Reporting
My Personal Information
Password
Contact Information
Account Access
Manage Favorites

Home
Contact Us

My Personal Information

User ID: ch1purchase

Password
Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information
Update your user ID contact information (name, address, phone no., etc.).

- Email Notification

Account Access
View access rights and user specific information, such as accounts and hierarchy level access.

- Add Accounts

Manage Accounting Code Favorites
Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

Order Management
Transaction Management
Account Information
Reporting
My Personal Information
- Password
- Contact Information
- Account Access
- Manage Favorites

Home
Contact Us

My Personal Information

Change Password & Authentication

User ID: ch1purchase

Organization Short Name: ACPO04
Functional Entitlement Group: CH DODwSBTAP

* = required

Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: *

Enter New Password: *

Re-enter New Password: *

Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password

Order Management
Transaction Management
Account Information
Reporting
My Personal Information
- Password
- Contact Information
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Home
Contact Us

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Transaction Management
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Reporting
My Personal Information
- Password
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Current Password: *
••••••••••

Enter New Password: *
••••••••••

Re-enter New Password: *
••••••••••

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t Information
nt Access
e Favorites

ls

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Current Password: *
••••••••••

Enter New Password: *
••••••••••

Re-enter New Password: *
••••••••••

Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question:
Pet's Name

Authentication Response: *
chumley

Save

<< Back to Personal Information

t Information
nt Access
e Favorites

ls

Organization Short Name: ACPO04
Functional Entitlement Group: CH DODwSBTAP

* = required

Change Password

Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: *
••••••••••

Enter New Password: *
••••••••••

Re-enter New Password: *
••••••••••

Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question:
Pet's Name

- Mother's Maiden Name
- Father's Middle Name
- Pet's Name
- Birth Place
- Favorite Sports Team
- Child's Name

<< Back to Personal Information

t Information
nt Access
e Favorites

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Functional Entitlement Group: CH DODwSBTAP

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Current Password: *
••••••••••

Enter New Password: *
••••••••••

Re-enter New Password: *
••••••••••

Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question:
Birth Place

Authentication Response: *
chumley

Save

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Organization Short Name: ACPO04
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Please enter a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

Current Password: *
••••••••••

Enter New Password: *
••••••••••

Re-enter New Password: *
••••••••••

Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event that you forget your password.

Authentication Question:
Birth Place

Authentication Response: *
okoboji

Save

<< Back to Personal Information

Order Management
Transaction Management
Account Information
Reporting
My Personal Information
- Password
- Contact Information
- Account Access
- Manage Favorites

Home
Contact Us

My Personal Information

User ID: ch1purchase

Password and Authentication information have been successfully saved.

Password
Change your system password and create or modify an authentication response that will be used when resetting a password.

Contact Information
Update your user ID contact information (name, address, phone no., etc.).

- Email Notification

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View access rights and user specific information, such as accounts and hierarchy level access.

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Click Here to Run the Contact Info Demo

-Or-

Click Here to Skip the Contact Info Demo

ACME04 CP Organization

U.S. Bank Access® Online

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Home
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★ Log Out

Account Activity
Select an Account

CP Organization
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Transaction Management
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My Personal Information

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Transaction Management
Account Information
Reporting
My Personal Information
Password
Contact Information
Account Access
Manage Favorites

Home
Contact Us

My Personal Information

Change Your Contact Information

User ID: ch1purchase

Organization Short Name: ACPO04
Functional Entitlement Group: CH DODwSBTAP

Enter the following information to change your existing contact information. Please note, changing this information does not change your statement contact information. To change your statement address, please contact your program administrator.

* = required

First Name: * Damita

Last Name: * Lopez

MI: P

Address 1: * 200 First Street

Address 2:

City: * Minneapolis

State/Province: * MN

Zip/Postal Code: * 55402

Country: * United States

Phone Number: * 612-123-1234

Fax Number:

Email Address: * Dlopez34@agency.gov

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Transaction Management
Account Information
Reporting
My Personal Information
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* = required

First Name: * Damita

Last Name: * McCarthy

MI: P

Address 1: * 200 First Street

Address 2:

City: * Minneapolis

State/Province: * MN

Zip/Postal Code: * 55402

Country: * United States

Phone Number: * 612-123-1234

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* = required

First Name: * Damita

Last Name: * McCarthy

MI: P

Address 1: * 200 First Street

Address 2: Mail Stop 4321

City: * Minneapolis

State/Province: * MN

Zip/Postal Code: * 55402

Country: * United States

Phone Number: * 612-123-1234

Fax Number:

Email Address: * Dlopez34@agency.gov

t Information
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State/Province: * MN

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Email Address: * Dlopez34@agency.gov

Other:

Save Reset

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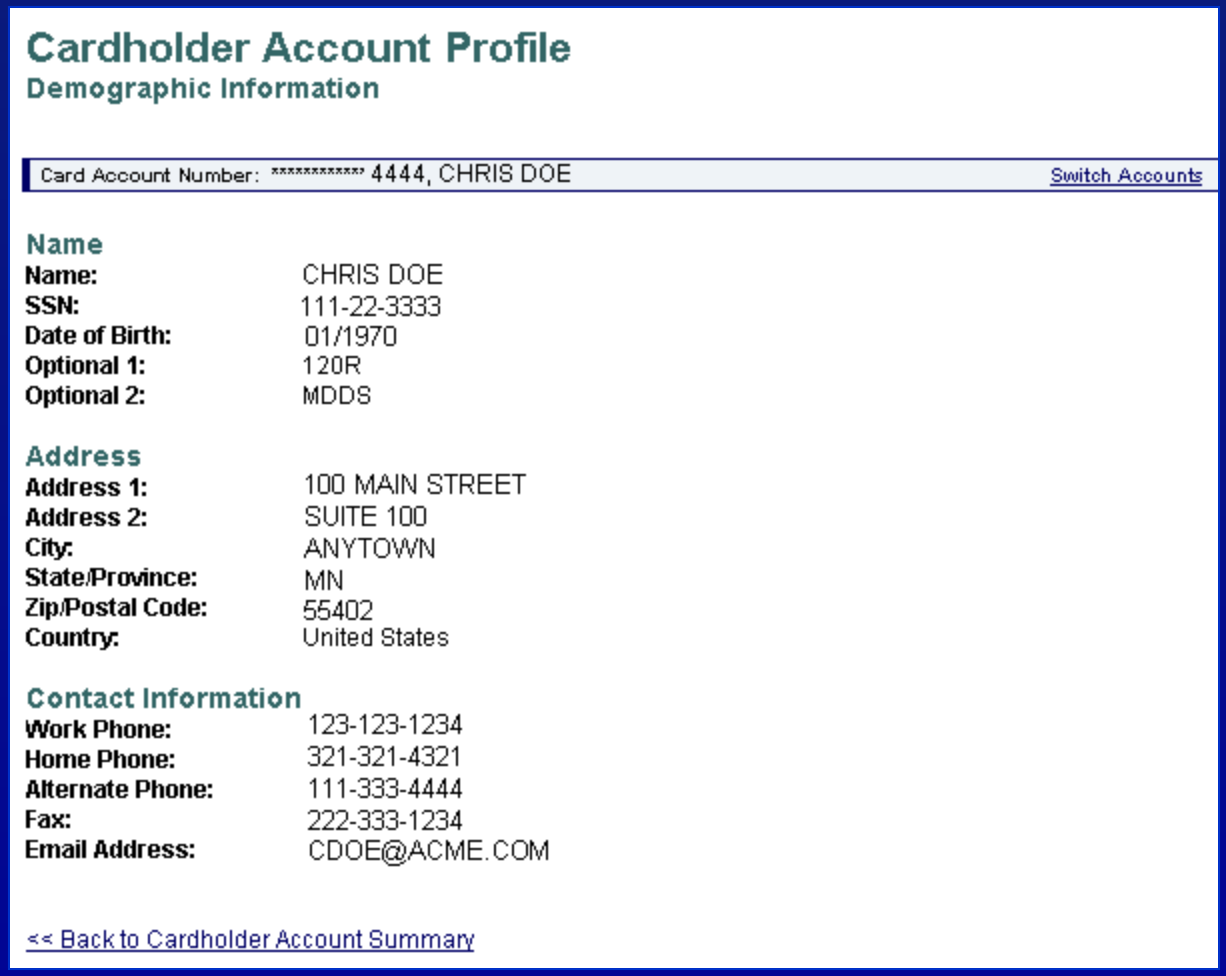
Account Profile

Demographic Information



Cardholder Account Profile

Demographic Information

Card Account Number: ********** 4444, CHRIS DOE — Switch Accounts

Name

Name:	CHRIS DOE
SSN:	111-22-3333
Date of Birth:	01/1970
Optional 1:	120R
Optional 2:	MDDS

Address

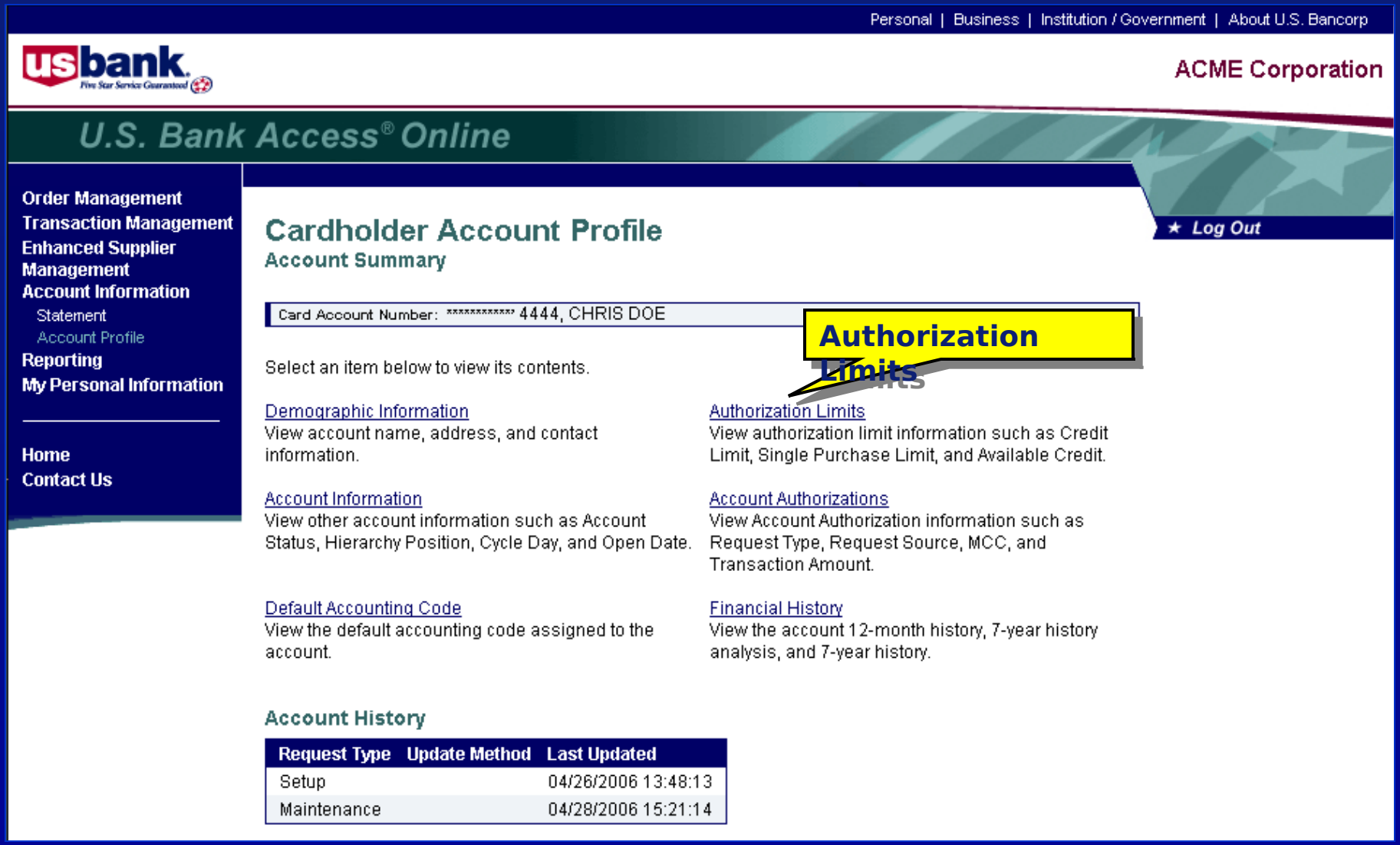
Address 1:	100 MAIN STREET
Address 2:	SUITE 100
City:	ANYTOWN
State/Province:	MN
Zip/Postal Code:	55402
Country:	United States

Contact Information

Work Phone:	123-123-1234
Home Phone:	321-321-4321
Alternate Phone:	111-333-4444
Fax:	222-333-1234
Email Address:	CDOE@ACME.COM

<< Back to Cardholder Account Summary

Authorization Limits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Transaction Management
Enhanced Supplier Management
Account Information
Statement
Account Profile
Reporting
My Personal Information
Home
Contact Us
★ Log Out
Cardholder Account Profile
Account Summary
Card Account Number: ********** 4444, CHRIS DOE
Authorization Limits
Select an item below to view its contents.
Demographic Information
View account name, address, and contact information.
Authorization Limits
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.
Account Information
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.
Account Authorizations
View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.
Default Accounting Code
View the default accounting code assigned to the account.
Financial History
View the account 12-month history, 7-year history analysis, and 7-year history.
Account History
Request Type | Update Method | Last Updated
Setup | 04/26/2006 13:48:13
Maintenance | 04/28/2006 15:21:14

Authorization Limits

Cardholder Account Profile

Account Information

Card Account Number: ********** 4444, CHRIS DOE Switch Accounts

Account Status: ""-OPEN

Hierarchy Position

Bank	Agent	Company	Division	Department
1425	1155	32308	53016	0000

Organization Name

ACME

Account Information

Managing Account: 4321432143214321
Cycle Day: 19
Expiration Date: 06/30/2007
Open Date: 06/11/2002
Temp Auth Start Date:
Temp Auth End Date:
Needs Activation? N
Current Balance: 0.00
Past Due Balance: 0.00
Plastic: Y
Telecom: N
Telecom Status:
Payment Method Code:
Payment Method Description:

Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
32308	22222	33333	44444	55555	66666	00000

Account Information Comments:
UPDATED PROCESSING AND REPORTING HIERARCHY IN JUNE

<< Back to Cardholder Account Summary

Account Information

Account Information

Account Information

Cardholder Account Profile

Account Information

Card Account Number: ********** 4444, CHRIS DOE Switch Accounts

Account Status: ""-OPEN

Hierarchy Position

Bank	Agent	Company	Division	Department
1425	1155	32308	53016	0000

Organization Name

ACME

Account Information

Managing Account:	4321432143214321
Cycle Day:	20
Expiration Date:	06/30/2007
Open Date:	06/11/2002
Temp Auth Start Date:	
Temp Auth End Date:	
Needs Activation?	N
Current Balance:	0.00
Past Due Balance:	0.00
Plastic:	Y
Telecom:	N
Telecom Status:	
Payment Method Code:	
Payment Method Description:	

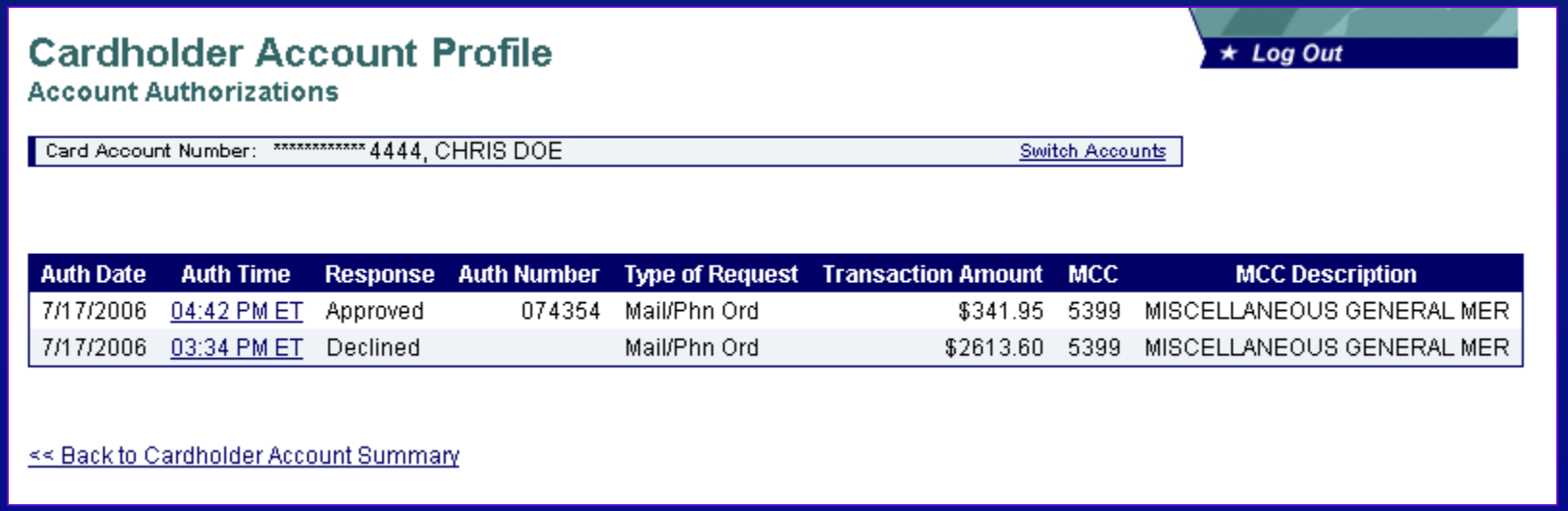
Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
32308	22222	33333	44444	55555	66666	00000

<< Back to Cardholder Account Summary

Account Authorizations

Account Authorizations



Cardholder Account Profile

Account Authorizations

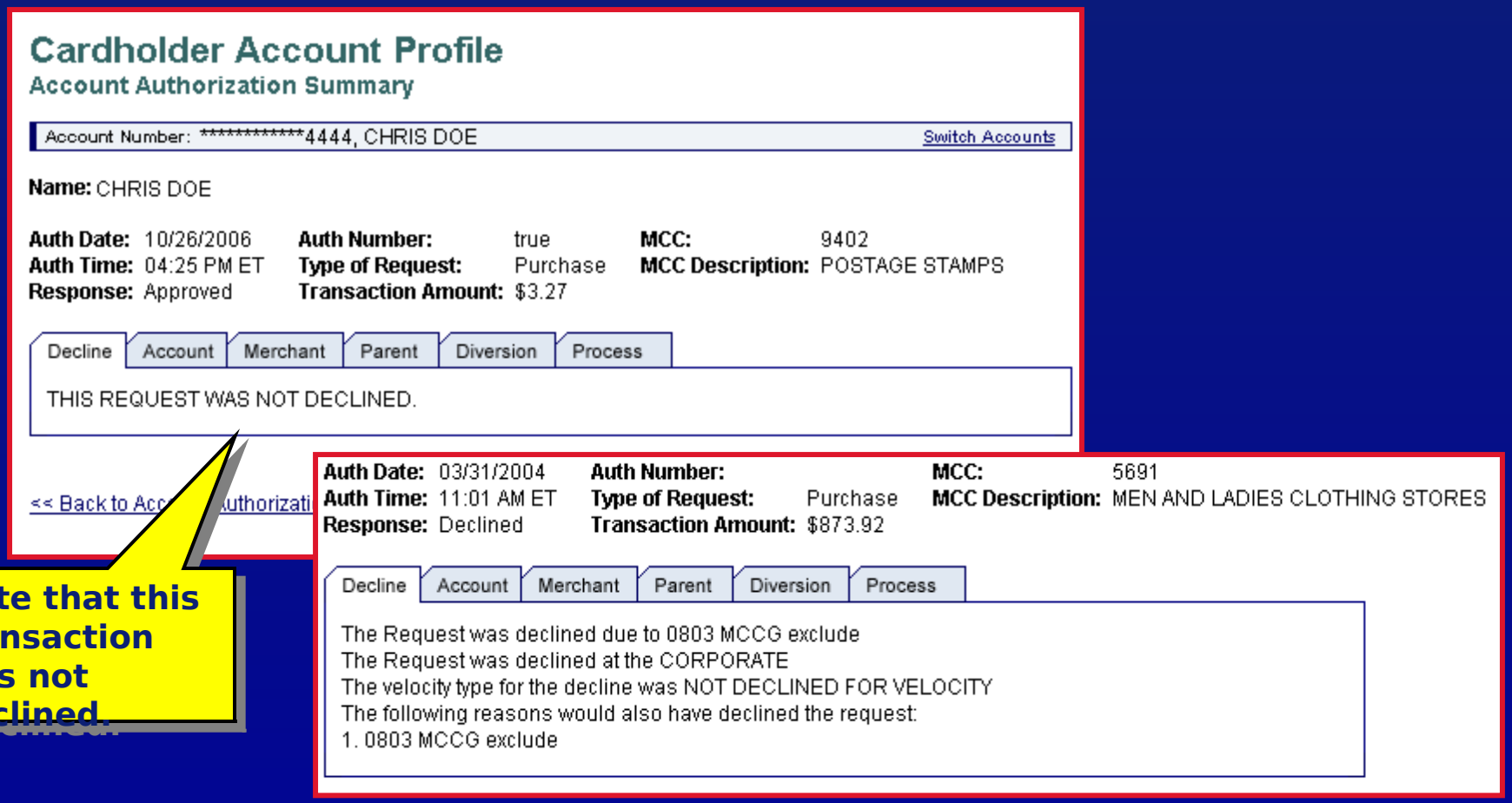
★ Log Out

Card Account Number: ********** 4444, CHRIS DOE Switch Accounts

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
7/17/2006	04:42 PM ET	Approved	074354	Mail/Phn Ord	$341.95	5399	MISCELLANEOUS GENERAL MER
7/17/2006	03:34 PM ET	Declined		Mail/Phn Ord	$2613.60	5399	MISCELLANEOUS GENERAL MER

<< Back to Cardholder Account Summary

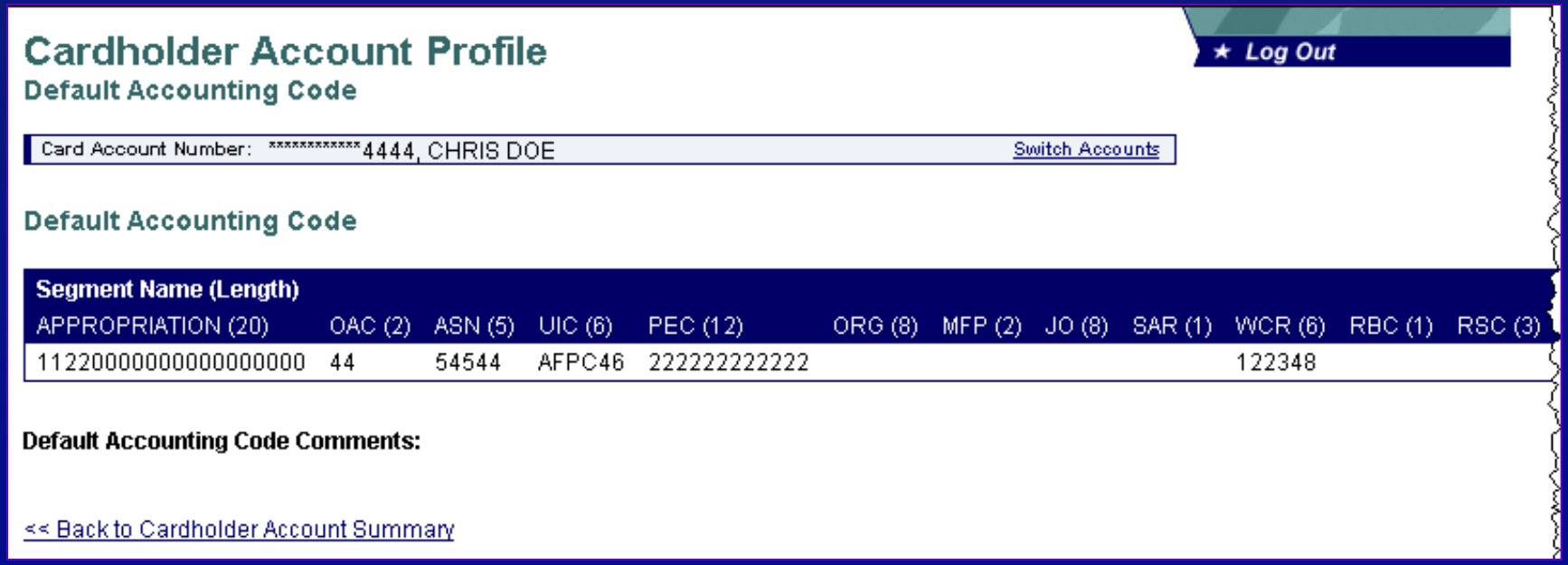
Account Authorizations



Note that this transaction was not declined.

Default Accounting Code

Default Accounting Code



Cardholder Account Profile

★ Log Out

Default Accounting Code

Card Account Number: **********4444, CHRIS DOE Switch Accounts

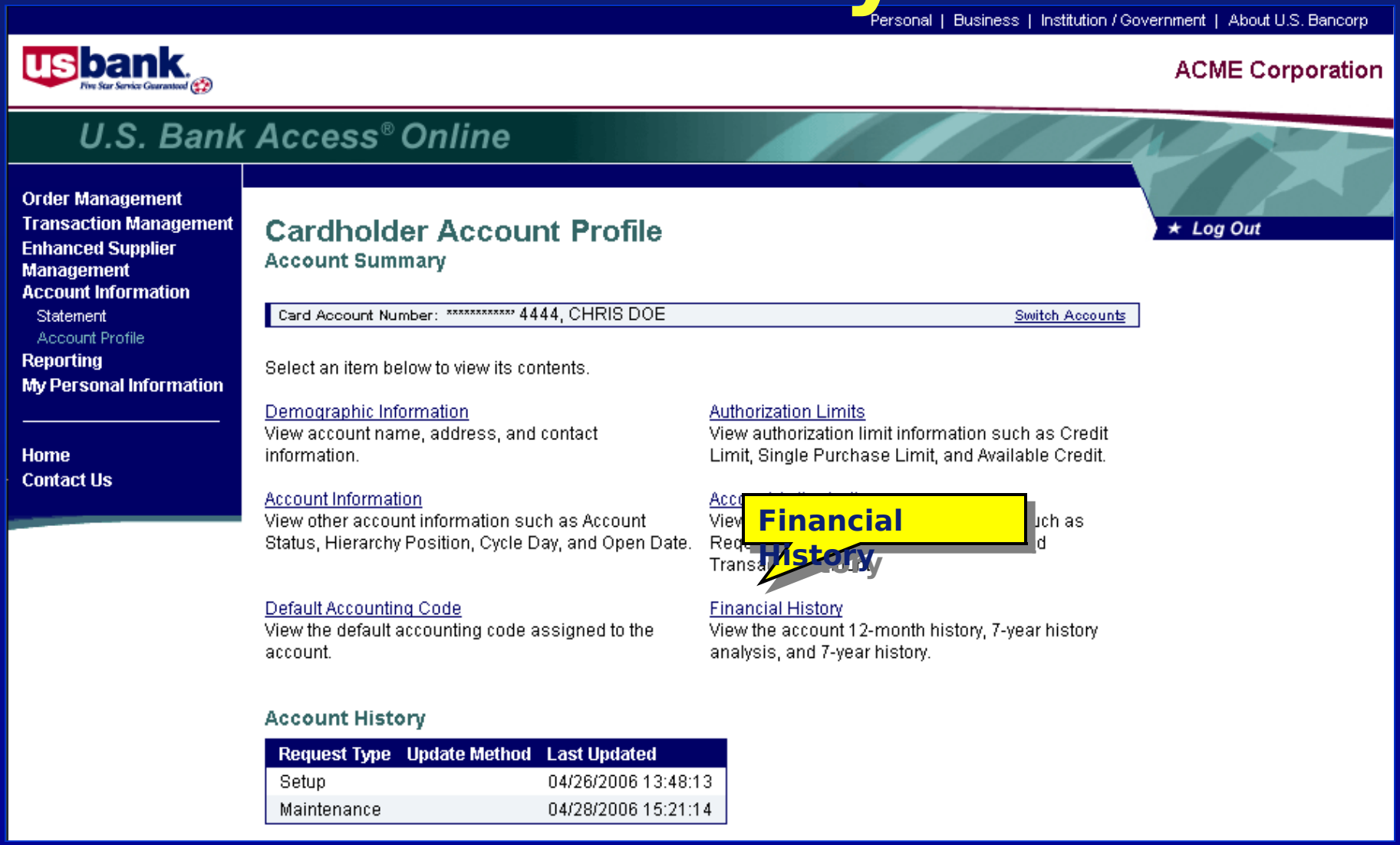
Default Accounting Code

Segment Name (Length)											
APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)	RSC (3)
11220000000000000000	44	54544	AFPC46	222222222222					122348		

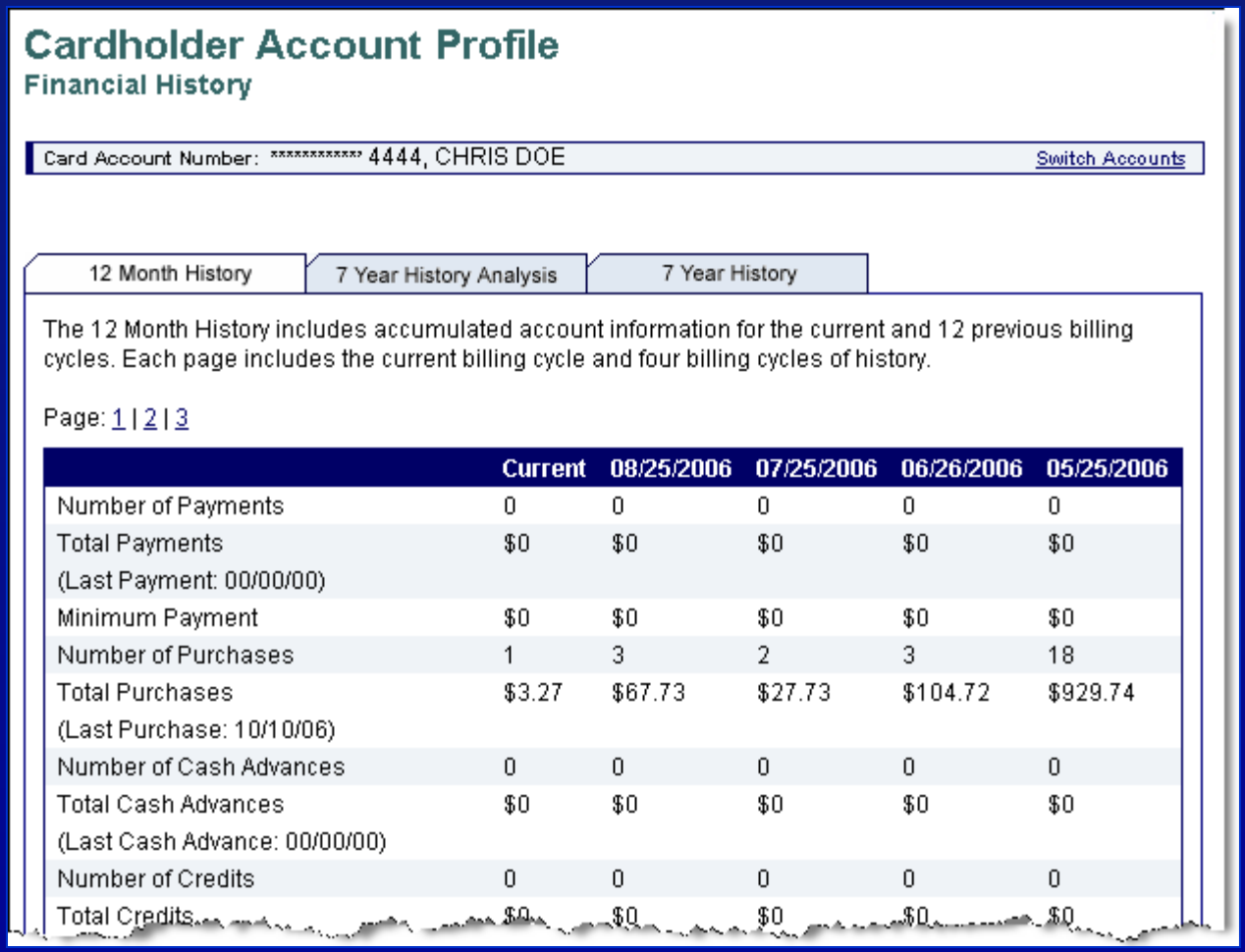
Default Accounting Code Comments:

<< Back to Cardholder Account Summary

Financial History



Financial History



Cardholder Account Profile

Financial History

Card Account Number: ********** 4444, CHRIS DOE Switch Accounts

12 Month History | 7 Year History Analysis | 7 Year History

The 12 Month History includes accumulated account information for the current and 12 previous billing cycles. Each page includes the current billing cycle and four billing cycles of history.

Page: 1 | 2 | 3

	Current	08/25/2006	07/25/2006	06/26/2006	05/25/2006
Number of Payments	0	0	0	0	0
Total Payments (Last Payment: 00/00/00)	$0	$0	$0	$0	$0
Minimum Payment	$0	$0	$0	$0	$0
Number of Purchases	1	3	2	3	18
Total Purchases (Last Purchase: 10/10/06)	$3.27	$67.73	$27.73	$104.72	$929.74
Number of Cash Advances	0	0	0	0	0
Total Cash Advances (Last Cash Advance: 00/00/00)	$0	$0	$0	$0	$0
Number of Credits	0	0	0	0	0
Total Credits	$0	$0	$0	$0	$0

Financial History

Cardholder Account Profile

Financial History

Card Account Number: ********** 4444, CHRIS DOE Switch Accounts

12 Month History | 7 Year History Analysis | 7 Year History

The 7 Year History Analysis is divided into 12 billing-cycle periods beginning with the most recent period and includes the number of times the listed condition occurred during each period.

	0-12	13-24	25-36	37-48	49-60	61-72	73-84	Totals
Times Billed	0	14	25	0	0	0	21	1
Times Statement Generated	5	19	1	14	25	0	0	0
Times Overlimit	21	1	5	19	1	12	12	12
Times Past Due 01-30 Days	12	12	12	11	83	12	11	12
Times Past Due 31-60 Days	12	12	12	11	82	0	0	0
Times Past Due 61-90 Days	0	0	0	0	0	0	0	0
Times Past Due > 91 Days	0	0	0	0	0	0	0	0
Cycles with NFS Check	0	0	0	0	0	0	0	0
Times Small Balance Written Off	0	0	0	0	0	0	0	0

<< Back to Cardholder Account Summary

Financial History

Cardholder Account Profile

Financial History

★ Log Out

Card Account Number: ********** 4444, CHRIS DOE Switch Accounts

12 Month History | 7 Year History Analysis | 7 Year History

The 7 Year History indicates with a 'Y' if the listed condition occurred on the account during that billing cycle.

Billing Cycle Period: 0-12 | 13-24 | 25-36 | 37-48 | 49-60 | 61-72 | 73-84

	09/06	08/06	07/06	06/06	05/06	04/06	03/06	02/06	01/06	12/05	11/05	10/05
Billed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Statement Generated	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Overlimit	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 01-30 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 31-60 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 61-90 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due > 91 Days	N	N	N	N	N	N	N	N	N	N	N	N
NFS Check	N	N	N	N	N	N	N	N	N	N	N	N
Small Balance Written Off	N	N	N	N	N	N	N	N	N	N	N	N
Purchases	N	N	N	N	N	N	N	N	N	N	N	N
Cash Advances	N	N	N	N	N	N	N	N	N	N	N	N

Billing Cycle Period: 0-12 | 13-24 | 25-36 | 37-48 | 49-60 | 61-72 | 73-84

<< Back to Cardholder Account Summary

Click Here to Run the Account Profile Demo

-Or-

Click Here to Skip the Account Profile Demo

ACME04 CP Organization

U.S. Bank Access® Online

Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Message from U.S. Bank

Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

Account Activity

Select an Account

CP Organization
**********5691

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Account Information

Statement

View account statement(s).

- Cardholder Account Statement

Account Profile

View account demographics, limits, accounting code, and other related information.

- Cardholder Account Profile

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Account Summary

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

Select an item below to view its contents. You can also

Demographic Information
View account name, address, and contact information.

Authorization Limits
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

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Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Demographic Information

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

Name

Name: DAMITA MARALDO
Date of Birth:
Identification Number:
Tax Exempt Number:
Optional 1:
Third Line Embossing:

Address

Address 1: EP-MN-L25C TRAINING
Address 2: 200 SOUTH 6TH STREET
City: MINNEAPOLIS MN 554021403
State/Province: MN
Zip/Postal Code:
Country: United States

Contact Information

Work Phone: 612-973-0001
Home Phone:
Alternate Phone: 000000000000000000
Fax: 999-999-9999
Email Address:

<< Back to Cardholder Account Summary

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Account Summary

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Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Cardholder Account Profile

Authorization Limits

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

Authorization Limits

Credit Limit:	2,500.00
Single Purchase Limit:	500.00
Available Credit:	2,500.00
Fiscal First Month:	1

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	10.00
Yearly Transaction:	0	1

Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:
Refresh To Date:

Available Credit:	2,500.00
Fiscal First Month:	1

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	10.00
Yearly Transaction:	0	1

Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:
Refresh To Date:
Days in Refresh Cycle:

Refer To Managing Account Merchant Authorization Controls: N

Refer To Managing Account Velocity Limits: N

Refer To Managing Account Single Purchase Limit: N

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
CASH	Approve	0	Custom	View Details

<< Back to Cardholder Account Summary

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Cardholder Account Profile

Merchant Authorization Control Detail

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

Control Name: CASH
Description: CONVENIENCE CHECK
Type:
MCC Field 1: 6051,6010-6012
MCC Field 2:
MCC Field 3:
MCC Field 4:
MCC Field 5:

Authorization Action:

Refer to Managing Account Merchant Authorization Control: Y

Diversion Account:

Credit Diversion Account:

Debit Only:

Single Purchase Limit: 0

Refer to Managing Account Single Purchase Limit: Y

Standard Template Limits

	Limit	Total
Daily Dollar:	0	0
Daily Transaction:	0	0
Cycle Dollar:	0	0
Cycle Transaction:	0	0
Monthly Dollar:	0	0
Monthly Transaction:	0	0

Control Name: CASH
Description: CONVENIENCE CHECK
Type:
MCC Field 1: 6051,6010-6012
MCC Field 2:
MCC Field 3:
MCC Field 4:
MCC Field 5:

Authorization Action:

Refer to Managing Account Merchant Authorization Control: Y

Diversion Account:

Credit Diversion Account:

Debit Only:

Single Purchase Limit: 0

Refer to Managing Account Single Purchase Limit: Y

Standard Template Limits

	Limit	Total
Daily Dollar:	0	0
Daily Transaction:	0	0
Cycle Dollar:	0	0
Cycle Transaction:	0	0
Monthly Dollar:	0	0
Monthly Transaction:	0	0

Custom Template Limits

	Limit	Total
Other Dollar:	0	0
Other Transaction:	0	0

Refresh From Date:
Refresh To Date:
Days in Refresh Cycle:

Refer to Managing Account Velocity Limits: Y

<< Back to Authorization Limits

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Cardholder Account Profile

Authorization Limits

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

Authorization Limits

Credit Limit:	2,500.00
Single Purchase Limit:	500.00
Available Credit:	2,500.00
Fiscal First Month:	1

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	10.00
Yearly Transaction:	0	1

Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:
Refresh To Date:

Fiscal First Month: 1

Standard Velocity Limits

	Limit	Total
Daily Dollar:	0.00	0.00
Daily Transaction:	0	0
Cycle Dollar:	0.00	0.00
Cycle Transaction:	0	0
Monthly Dollar:	0.00	0.00
Monthly Transaction:	0	0
Quarterly Dollar:	0.00	0.00
Quarterly Transaction:	0	0
Yearly Dollar:	0.00	10.00
Yearly Transaction:	0	1

Custom Velocity Limits

	Limit	Total
Other Dollar:	0.00	0.00
Other Transaction:	0	0

Refresh From Date:
Refresh To Date:
Days in Refresh Cycle:

Refer To Managing Account Merchant Authorization Controls: N

Refer To Managing Account Velocity Limits: N

Refer To Managing Account Single Purchase Limit: N

Merchant Authorization Controls

Control	Authorization Action	Single Purchase Limit	Type	Action
CASH	Approve	0	Custom	View Details

<< Back to Cardholder Account Summary

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Account Summary

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

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View account name, address, and contact information.

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Maintenance	Manual	05/05/2006 21:07:13

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Cardholder Account Profile

Account Information

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

Account Status: ""-OPEN

Hierarchy Position

Bank	Agent	Company	Division	Department
3058	0066	11790	00000	0000

Organization Name

TRAINING DIVISION

Account Information

Managing Account: 4716304556606120
Cycle Day: 19
Expiration Date: 10/31/2008
Open Date: 10/21/2005
Temp Auth Start Date:
Temp Auth End Date:
Needs Activation? Y
Current Balance: 0.00
Past Due Balance: 0.00
Plastic: N
Checks: N
Telecom: N
Telecom Status:
Payment Method Code:
Payment Method Description:

Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
11790	00000	00000	00000	00000	00000	00000

Cardholder Account Profile

Account Information

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

Account Status: ""-OPEN

Hierarchy Position

Bank	Agent	Company	Division	Department
3058	0066	11790	00000	0000

Organization Name

TRAINING DIVISION

Account Information

Managing Account: 4716304556606120
Cycle Day: 19
Expiration Date: 10/31/2008
Open Date: 10/21/2005
Temp Auth Start Date:
Temp Auth End Date:
Needs Activation? Y
Current Balance: 0.00
Past Due Balance: 0.00
Plastic: N
Checks: N
Telecom: N
Telecom Status:
Payment Method Code:
Payment Method Description:

Reporting Level

Lvl 1	Lvl 2	Lvl 3	Lvl 4	Lvl 5	Lvl 6	Lvl 7
11790	00000	00000	00000	00000	00000	00000

<< Back to Cardholder Account Summary

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Account Summary

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

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Maintenance	Manual	05/05/2006 21:07:13

Cardholder Account Profile

Account Authorization Summary

Account Number: **********5691, DAMITA MARALDO Switch Accounts

Records 1 - 16 of 16

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
07/14/2004	10:18 PM ET	Approved	054216	Purchase	$648.00	7011	OFFICE SUPPLIES
07/13/2004	04:27 PM ET	Approved	022601	Mail/Phn Ord	$292.00	3058	OFFICE SUPPLIES
07/10/2004	01:46 PM ET	Approved	081436	Reversal	$309.00	3357	OFFICE SUPPLIES
07/09/2004	07:59 PM ET	Approved	081436	Purchase	$309.00	3357	OFFICE SUPPLIES
07/09/2004	04:59 PM ET	Approved	077080	Mail/Phn Ord	$186.00	3060	OFFICE SUPPLIES
07/09/2004	08:35 AM ET	Approved	067589	Mail/Phn Ord	$277.00	3058	OFFICE SUPPLIES
07/09/2004	08:35 AM ET	Approved	065051	Mail/Phn Ord	$186.00	3060	OFFICE SUPPLIES
07/08/2004	05:51 PM ET	Approved	038648	Mail/Phn Ord	$320.00	3060	OFFICE SUPPLIES
07/08/2004	12:13 PM ET	Approved	005590	Mail/Phn Ord	$320.00	3060	OFFICE SUPPLIES
07/07/2004	10:02 PM ET	Approved	071356	Purchase	$229.00	3513	OFFICE SUPPLIES
07/07/2004	05:16 PM ET	Approved	082629	Mail/Phn Ord	$824.00	3063	OFFICE SUPPLIES
07/06/2004	05:36 AM ET	Approved	086909	Mail/Phn Ord	$375.00	3001	OFFICE SUPPLIES
07/04/2004	06:57 AM ET	Approved	047290	Reversal	$215.42	3640	OFFICE SUPPLIES
07/02/2004	03:46 PM ET	Approved	081787	Mail/Phn Ord	$525.00	3063	OFFICE SUPPLIES
07/01/2004	09:41 PM ET	Approved	047290	Purchase	$215.42	3640	OFFICE SUPPLIES
06/30/2004	03:58 AM ET	Approved	056119	Purchase	$138.00	3357	OFFICE SUPPLIES

Records 1 - 16 of 16

<< Back to Cardholder Account Summary

ACME Corporation

U.S. Bank Access® Online

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Cardholder Account Profile

Account Authorizations

Account Number: **********5691, DAMITA MARALDO Switch Accounts

Name: DAMITA MARALDO

Auth Date:	07/14/2004	**Auth Number:**	054216	**MCC:**	7011
Auth Time:	10:18 PM ET	**Type of Request:**	Purchase	**MCC Description:**	OTHER
Response:	Approved	**Transaction Amount:**	$648.00		

Decline | Account | Merchant | Parent | Diversion | Process

THIS REQUEST WAS NOT DECLINED.

<< Back to Account Authorizations List

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Account Authorization Summary

Account Number: **********5691, DAMITA MARALDO Switch Accounts

Records 1 - 16 of 16

Auth Date	Auth Time	Response	Auth Number	Type of Request	Transaction Amount	MCC	MCC Description
07/14/2004	10:18 PM ET	Approved	054216	Purchase	$648.00	7011	OFFICE SUPPLIES
07/13/2004	04:27 PM ET	Approved	022601	Mail/Phn Ord	$292.00	3058	OFFICE SUPPLIES
07/10/2004	01:46 PM ET	Approved	081436	Reversal	$309.00	3357	OFFICE SUPPLIES
07/09/2004	07:59 PM ET	Approved	081436	Purchase	$309.00	3357	OFFICE SUPPLIES
07/09/2004	04:59 PM ET	Approved	077080	Mail/Phn Ord	$186.00	3060	OFFICE SUPPLIES
07/09/2004	08:35 AM ET	Approved	067589	Mail/Phn Ord	$277.00	3058	OFFICE SUPPLIES
07/09/2004	08:35 AM ET	Approved	065051	Mail/Phn Ord	$186.00	3060	OFFICE SUPPLIES
07/08/2004	05:51 PM ET	Approved	038648	Mail/Phn Ord	$320.00	3060	OFFICE SUPPLIES
07/08/2004	12:13 PM ET	Approved	005590	Mail/Phn Ord	$320.00	3060	OFFICE SUPPLIES
07/07/2004	10:02 PM ET	Approved	071356	Purchase	$229.00	3513	OFFICE SUPPLIES
07/07/2004	05:16 PM ET	Approved	082629	Mail/Phn Ord	$824.00	3063	OFFICE SUPPLIES
07/06/2004	05:36 AM ET	Approved	086909	Mail/Phn Ord	$375.00	3001	OFFICE SUPPLIES
07/04/2004	06:57 AM ET	Approved	047290	Reversal	$215.42	3640	OFFICE SUPPLIES
07/02/2004	03:46 PM ET	Approved	081787	Mail/Phn Ord	$525.00	3063	OFFICE SUPPLIES
07/01/2004	09:41 PM ET	Approved	047290	Purchase	$215.42	3640	OFFICE SUPPLIES
06/30/2004	03:58 AM ET	Approved	056119	Purchase	$138.00	3357	OFFICE SUPPLIES

Records 1 - 16 of 16

<< Back to Cardholder Account Summary

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Account Summary

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

Select an item below to view its contents. You can also

Demographic Information
View account name, address, and contact information.

Authorization Limits
View authorization limit information such as Credit Limit, Single Purchase Limit, and Available Credit.

Account Information
View other account information such as Account Status, Hierarchy Position, Cycle Day, and Open Date.

Account Authorizations
View Account Authorization information such as Request Type, Request Source, MCC, and Transaction Amount.

Default Accounting Code
View the default accounting code assigned to the account.

Financial History
View the account 12-month history, 7-year history analysis, and 7-year history.

Account History

Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Default Accounting Code

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

Default Accounting Code

Segment Name (Length)										
APPROPRIATION (20)	OAC (2)	ASN (5)	UIC (6)	PEC (12)	ORG (8)	MFP (2)	JO (8)	SAR (1)	WCR (6)	RBC (1)
11220000000000000000	44	54544	AFPC46	222222222222					122348	

<< Back to Cardholder Account Summary

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

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Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

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Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Financial History

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

12 Month History | 7 Year History Analysis | 7 Year History

The 12 Month History includes accumulated account information for the current and 12 previous billing cycles. Each page includes the current billing cycle and four billing cycles of history.

Page: 1 | 2 | 3

	Current	08/25/2006	07/25/2006	06/26/2006	05/25/2006
Number of Payments	0	0	0	0	0
Total Payments (Last Payment: 00/00/00)	$0	$0	$0	$0	$0
Minimum Payment	$0	$0	$0	$0	$0
Number of Purchases	1	3	2	3	18
Total Purchases (Last Purchase: 10/10/06)	$3.27	$67.73	$27.73	$104.72	$929.74
Number of Cash Advances	0	0	0	0	0
Total Cash Advances (Last Cash Advance: 00/00/00)	$0	$0	$0	$0	$0
Number of Credits	0	0	0	0	0
Total Credits (Last Credit: 07/02/04)	$0	$0	$0	$0	$0
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	$0	$0	$0	$0	$0
Insurance fees	$0	$0	$0	$0	$0
Late Charges	$0	$0	$0	$0	$0
Overlimit Fees	$0	$0	$0	$0	$0
Purchase Finance Charges	$0	$0	$0	$0	$0

	Current	08/25/2006	07/25/2006	06/26/2006	05/25/2006
Number of Payments	0	0	0	0	0
Total Payments (Last Payment: 00/00/00)	$0	$0	$0	$0	$0
Minimum Payment	$0	$0	$0	$0	$0
Number of Purchases	1	3	2	3	18
Total Purchases (Last Purchase: 10/10/06)	$3.27	$67.73	$27.73	$104.72	$929.74
Number of Cash Advances	0	0	0	0	0
Total Cash Advances (Last Cash Advance: 00/00/00)	$0	$0	$0	$0	$0
Number of Credits	0	0	0	0	0
Total Credits (Last Credit: 07/02/04)	$0	$0	$0	$0	$0
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	$0	$0	$0	$0	$0
Insurance fees	$0	$0	$0	$0	$0
Late Charges	$0	$0	$0	$0	$0
Overlimit Fees	$0	$0	$0	$0	$0
Purchase Finance Charges	$0	$0	$0	$0	$0
Cash Advance Finance Charges	$0	$0	$0	$0	$0
Credit Limit	$5000	$5000	$5000	$5000	$5000
Balance	$3.27	$67.73	$27.73	$104.72	$929.74
Outstanding Purchase Balance	$0	$0	$0	$0	$0
Outstanding Cash Balance	$0	$0	$0	$0	$0
Outstanding Misc Charges	$0	$0	$0	$0	$0
Outstanding Purchase Finance Charges	$0	$0	$0	$0	$0
Outstanding Cash Adv Finance Charges	$0	$0	$0	$0	$0
Past Due	$0	$0	$0	$0	$0
Avg Daily Bal - Purchases	$0	$0	$0	$0	$0
Avg Daily Bal - Cash Adv	$0	$0	$0	$0	$0
Avg Daily Bal - Purchases and Cash Adv	$0	$0	$0	$0	$0

<< Back to Cardholder Account Summary

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Financial History

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

12 Month History | 7 Year History Analysis | 7 Year History

The 12 Month History includes accumulated account information for the current and 12 previous billing cycles. Each page includes the current billing cycle and four billing cycles of history.

Page: 1 | 2 | 3

	Current	08/25/2006	07/25/2006	06/26/2006	05/25/2006
Number of Payments	0	0	0	0	0
Total Payments (Last Payment: 00/00/00)	$0	$0	$0	$0	$0
Minimum Payment	$0	$0	$0	$0	$0
Number of Purchases	1	3	2	3	18
Total Purchases (Last Purchase: 10/10/06)	$3.27	$67.73	$27.73	$104.72	$929.74
Number of Cash Advances	0	0	0	0	0
Total Cash Advances (Last Cash Advance: 00/00/00)	$0	$0	$0	$0	$0
Number of Credits	0	0	0	0	0
Total Credits (Last Credit: 07/02/04)	$0	$0	$0	$0	$0
Number of Misc Charges	0	0	0	0	0
Total Misc Charges	$0	$0	$0	$0	$0
Insurance fees	$0	$0	$0	$0	$0
Late Charges	$0	$0	$0	$0	$0
Overlimit Fees	$0	$0	$0	$0	$0
Purchase Finance Charges	$0	$0	$0	$0	$0

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Financial History

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

12 Month History | 7 Year History Analysis | 7 Year History

The 7 Year History Analysis is divided into 12 billing-cycle periods beginning with the most recent period and includes the number of times the listed condition occurred during each period.

	0-12	13-24	25-36	37-48	49-60	61-72	73-84	Totals
Times Billed	12	6	0	0	0	0	0	18
Times Statement Generated	1	1	0	0	0	0	0	2
Times Overlimit	0	0	0	0	0	0	0	0
Times Past Due 01-30 Days	0	0	0	0	0	0	0	0
Times Past Due 31-60 Days	0	0	0	0	0	0	0	0
Times Past Due 61-90 Days	0	0	0	0	0	0	0	0
Times Past Due > 91 Days	0	0	0	0	0	0	0	0
Cycles with NSF Check	0	0	0	0	0	0	0	0
Times Small Balance Written Off	0	0	0	0	0	0	0	0

<< Back to Cardholder Account Summary

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Cardholder Account Profile

Financial History

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

12 Month History | 7 Year History Analysis | 7 Year History

The 7 Year History indicates with a 'Y' if the listed condition occurred on the account during that billing cycle and 'N' if it did not.

Billing Cycle Period: **0-12** | 13-24 | 25-36 | 37-48 | 49-60 | 61-72 | 73-84

	04/07	03/07	02/07	01/07	12/06	11/06	10/06	09/06	08/06	07/06	06/06	05/06
Billed	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Statement Generated	N	N	Y	N	N	N	N	N	N	N	N	N
Overlimit	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 01-30 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 31-60 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due 61-90 Days	N	N	N	N	N	N	N	N	N	N	N	N
Past Due > 91 Days	N	N	N	N	N	N	N	N	N	N	N	N
NSF Check	N	N	N	N	N	N	N	N	N	N	N	N
Small Balance Written Off	N	N	N	N	N	N	N	N	N	N	N	N
Purchases	N	N	N	N	N	N	N	N	N	N	N	N
Cash Advances	N	N	N	N	N	N	N	N	N	N	N	N

Billing Cycle Period: **0-12** | 13-24 | 25-36 | 37-48 | 49-60 | 61-72 | 73-84

<< Back to Cardholder Account Summary

Order Management
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information

Home
Contact Us

Cardholder Account Profile

Account Summary

Card Account Number: **********5691, DAMITA MARALDO Switch Accounts

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Request Type	Update Method	Last Updated
Setup	Manual	05/05/2006 21:07:13
Maintenance	Manual	05/05/2006 21:07:13

Viewing Statements

Personal | Business | Institution / Government | About U.S. Bancorp
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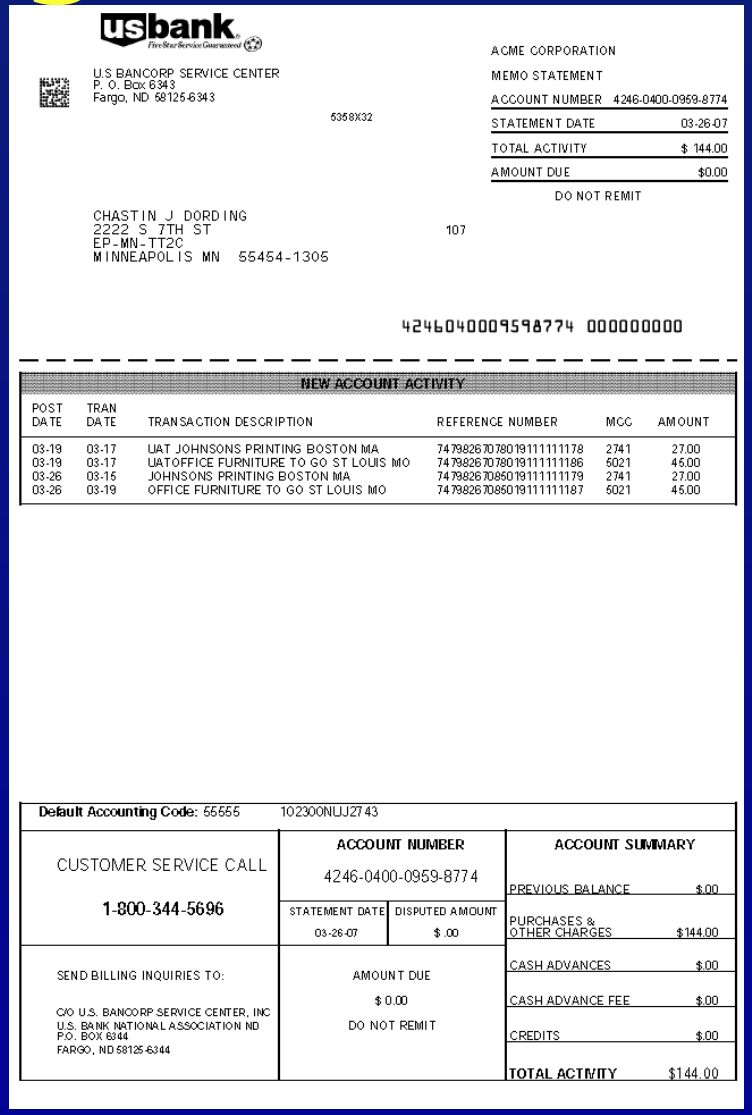
U.S. Bank Access® Online
Transaction Management
Account Information
Statement
Account Profile
Reporting
My Personal Information
Log Out
Cardholder Statement
Select Cycle
Account Number: 4246040009598774, CHASTIN J DORDING
Switch Accounts
Please select a cycle to view for the account selected. Please note: The statement display cannot be used for remittance of payment; it is for display purposes only.
Select Billing Cycle:
02/06/2004
View Statement
Cardholder Statements

Viewing Statements



usbank
Five Star Service Guaranteed

U.S BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343

5358X32

ACME CORPORATION
MEMO STATEMENT

ACCOUNT NUMBER	4246-0400-0959-8774
STATEMENT DATE	03-26-07
TOTAL ACTIVITY	$ 144.00
AMOUNT DUE	$0.00

DO NOT REMIT

CHASTIN J DORDING
2222 S 7TH ST
EP-MN-TT2C
MINNEAPOLIS MN 55454-1305

107

4246040009598774 000000000

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
03-19	03-17	UAT JOHNSONS PRINTING BOSTON MA	74798267078019111111178	2741	27.00
03-19	03-17	UATOFFICE FURNITURE TO GO ST LOUIS MO	74798267078019111111186	5021	45.00
03-26	03-15	JOHNSONS PRINTING BOSTON MA	74798267085019111111179	2741	27.00
03-26	03-19	OFFICE FURNITURE TO GO ST LOUIS MO	74798267085019111111187	5021	45.00

Default Accounting Code: 55555 102300NUJ2743

CUSTOMER SERVICE CALL
1-800-344-5696

ACCOUNT NUMBER
4246-0400-0959-8774

STATEMENT DATE	DISPUTED AMOUNT
03-26-07	$ .00

SEND BILLING INQUIRIES TO:

C/O U.S. BANCORP SERVICE CENTER, INC
U.S. BANK NATIONAL ASSOCIATION ND
P.O. BOX 6344
FARGO, ND 58125-6344

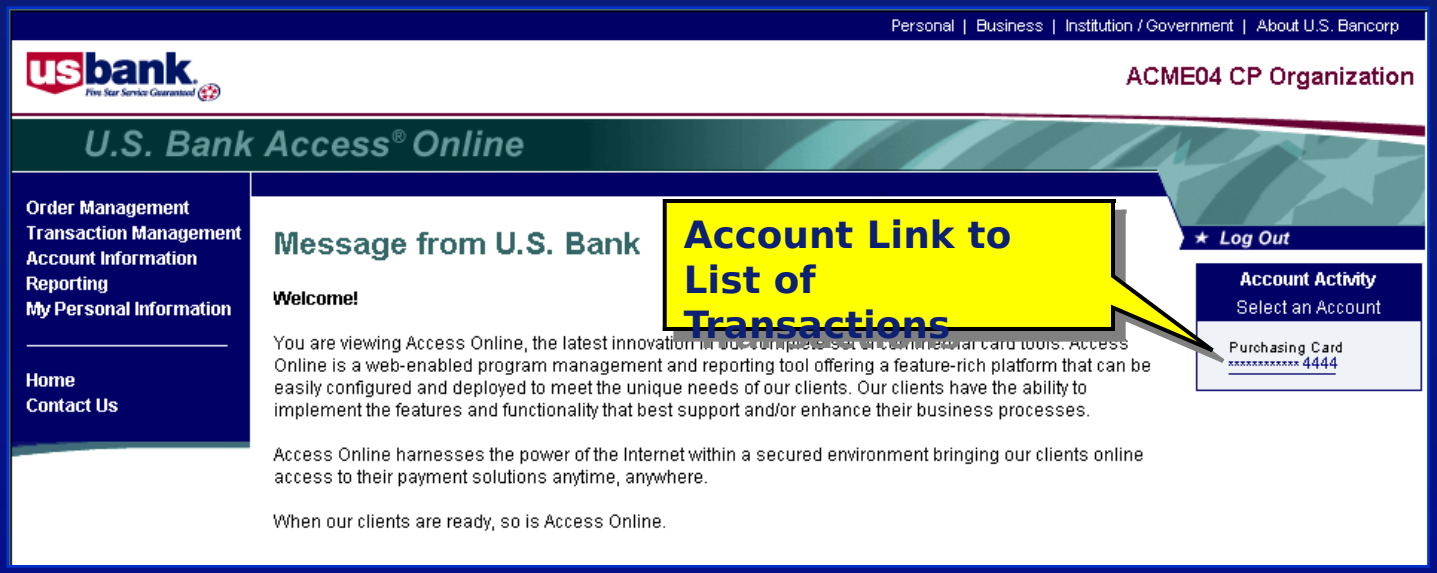
AMOUNT DUE
$ 0.00
DO NOT REMIT

ACCOUNT SUMMARY

PREVIOUS BALANCE	$.00
PURCHASES & OTHER CHARGES	$144.00
CASH ADVANCES	$.00
CASH ADVANCE FEE	$.00
CREDITS	$.00
TOTAL ACTIVITY	$144.00

Account Information

Viewing Transactions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Transaction Management
Account Information
Reporting
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Home
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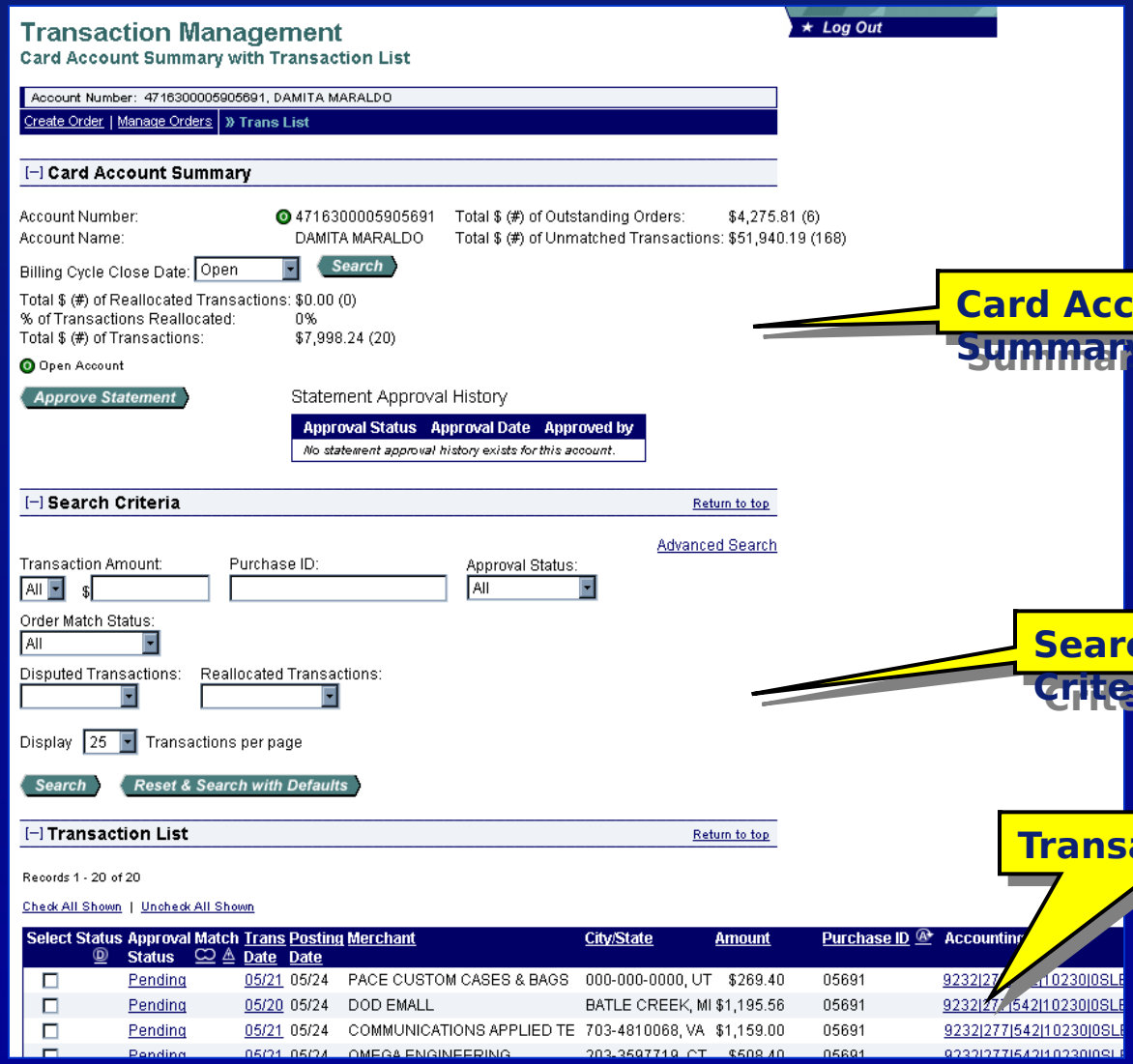
Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.
When our clients are ready, so is Access Online.
Account Link to List of Transactions
★ Log Out
Account Activity
Select an Account
Purchasing Card
xxxxxxxxxxxx 4444

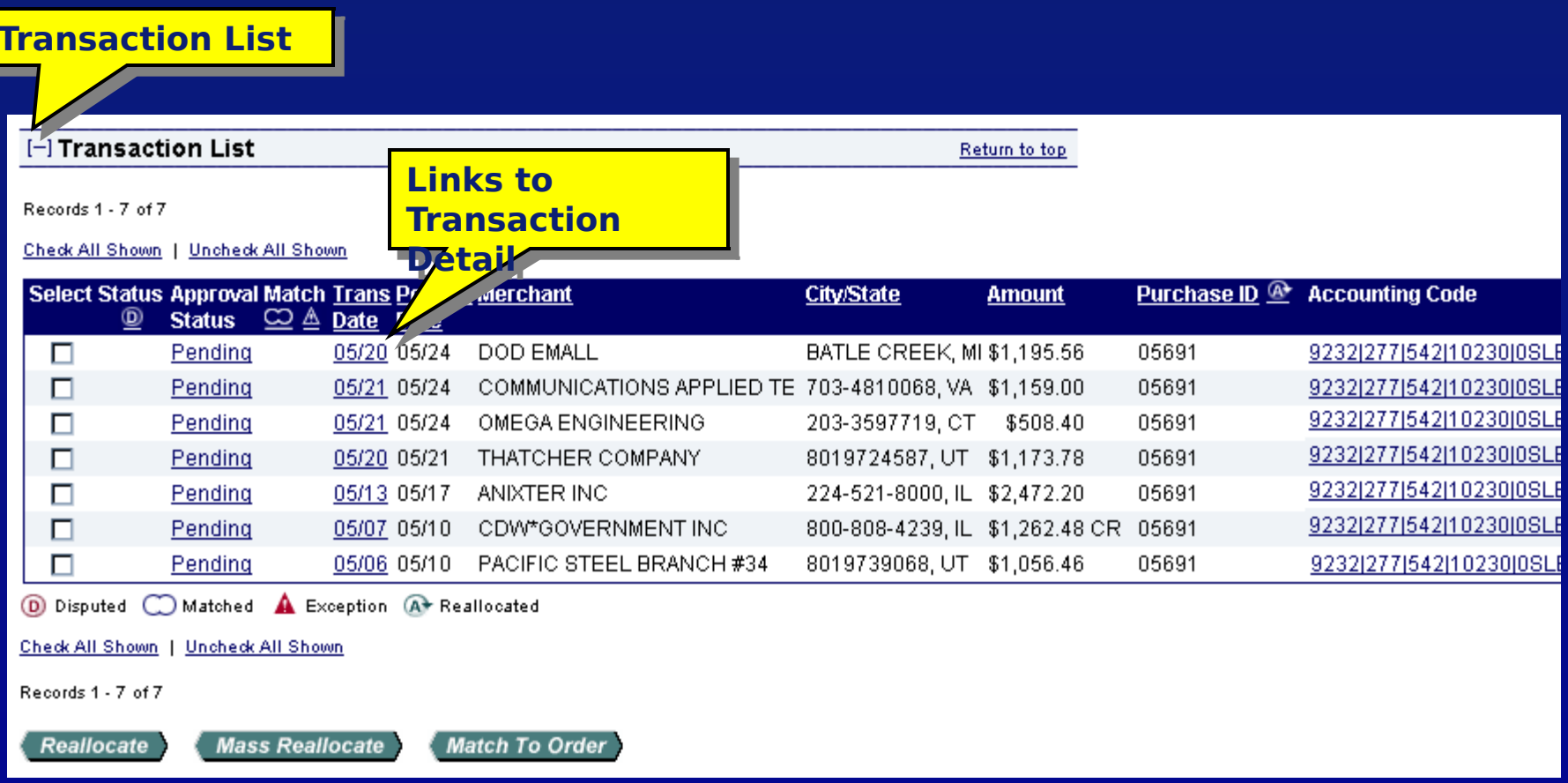
Transaction Management

- Transaction list
- Disputes
- Transaction reallocation
- Transaction and order matching
- Transaction approval process

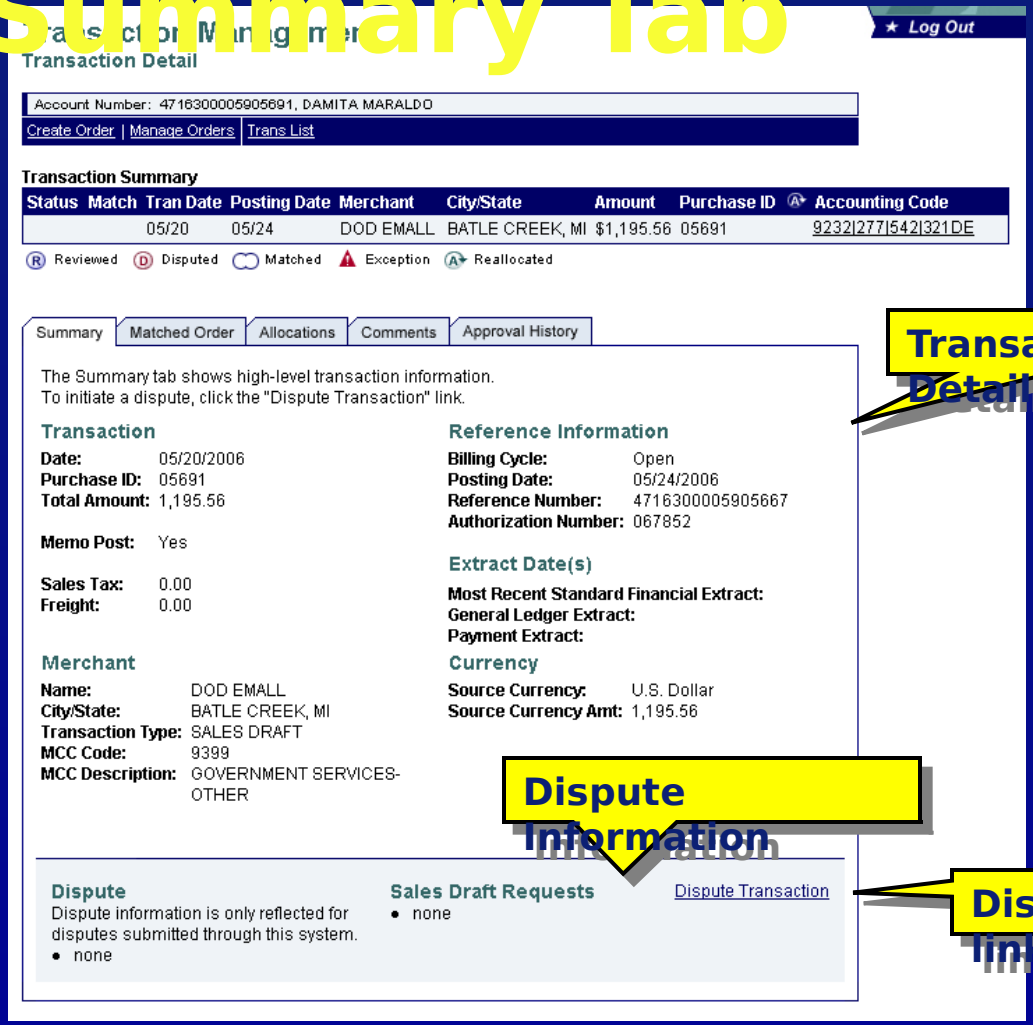
Transaction List


Transaction Management
Card Account Summary with Transaction List
★ Log Out
Account Number: 4716300005905691, DAMITA MARALDO
Create Order | Manage Orders | » Trans List
[−] Card Account Summary
Account Number: 4716300005905691
Account Name: DAMITA MARALDO
Total $ (#) of Outstanding Orders: $4,275.81 (6)
Total $ (#) of Unmatched Transactions: $51,940.19 (168)
Billing Cycle Close Date: Open
Search
Total $ (#) of Reallocated Transactions: $0.00 (0)
% of Transactions Reallocated: 0%
Total $ (#) of Transactions: $7,998.24 (20)
Open Account
Approve Statement
Statement Approval History
Approval Status | Approval Date | Approved by
No statement approval history exists for this account.
[−] Search Criteria
Return to top
Advanced Search
Transaction Amount:
All $
Purchase ID:
Approval Status:
All
Order Match Status:
All
Disputed Transactions:
Reallocated Transactions:
Display 25 Transactions per page
Search
Reset & Search with Defaults
[−] Transaction List
Return to top
Records 1 - 20 of 20
Check All Shown | Uncheck All Shown
Select Status | Approval Status | Match | Trans Date | Posting Date | Merchant | City/State | Amount | Purchase ID | Accounting
Pending 05/21 05/24 PACE CUSTOM CASES & BAGS 000-000-0000, UT $269.40 05691
Pending 05/20 05/24 DOD EMALL BATLE CREEK, MI $1,195.56 05691
Pending 05/21 05/24 COMMUNICATIONS APPLIED TE 703-4810068, VA $1,159.00 05691
Card Account Summary
Search Criteria
Transaction List

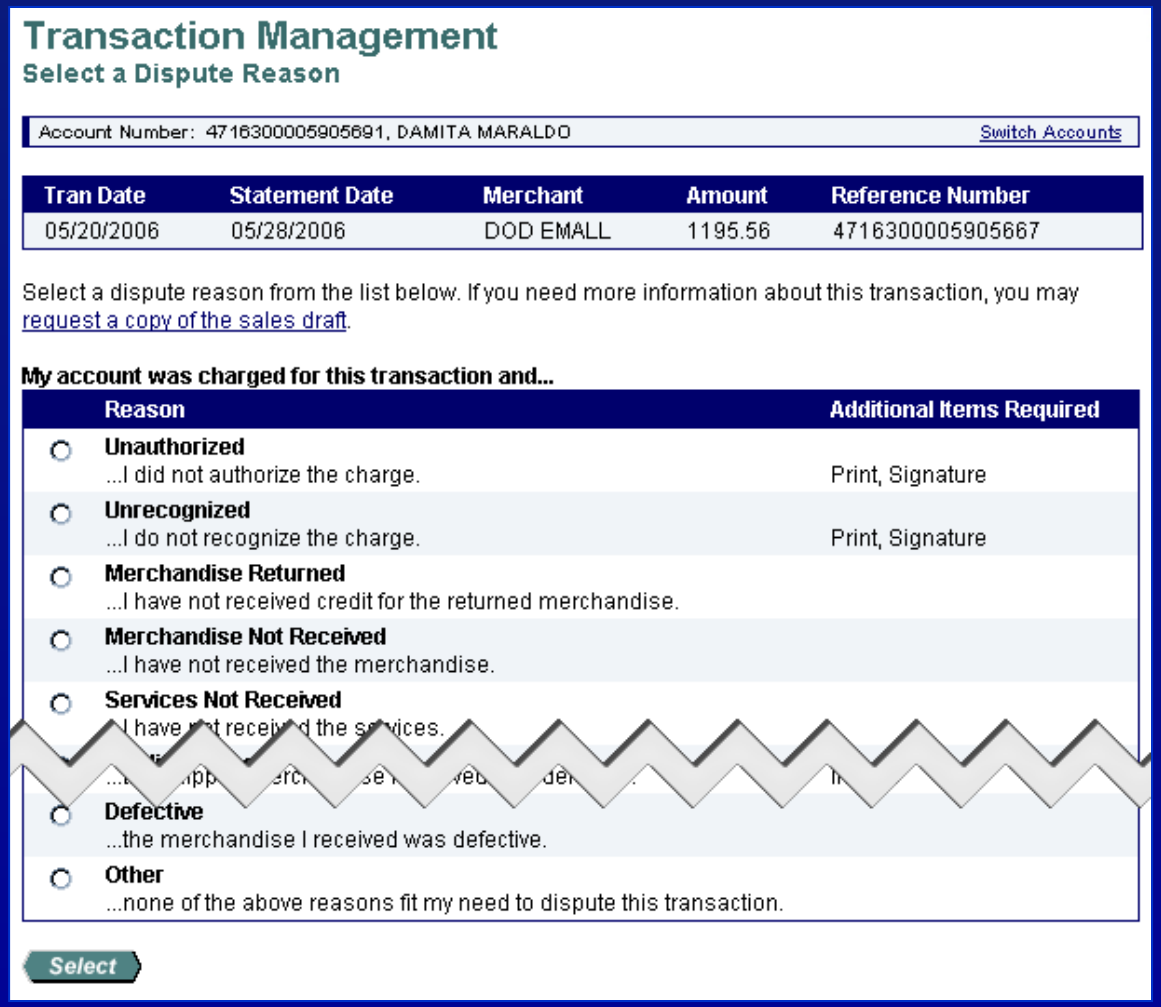
Transaction List


Transaction List
Transaction List
Return to top
Links to Transaction Detail
Records 1 - 7 of 7
Check All Shown | Uncheck All Shown
Select Status Approval Status Match Trans Date Merchant City/State Amount Purchase ID Accounting Code
Pending 05/20 05/24 DOD EMALL BATLE CREEK, MI $1,195.56 05691 9232|277|542|10230|0SLE
Pending 05/21 05/24 COMMUNICATIONS APPLIED TE 703-4810068, VA $1,159.00 05691 9232|277|542|10230|0SLE
Pending 05/21 05/24 OMEGA ENGINEERING 203-3597719, CT $508.40 05691 9232|277|542|10230|0SLE
Pending 05/20 05/21 THATCHER COMPANY 8019724587, UT $1,173.78 05691 9232|277|542|10230|0SLE
Pending 05/13 05/17 ANIXTER INC 224-521-8000, IL $2,472.20 05691 9232|277|542|10230|0SLE
Pending 05/07 05/10 CDW*GOVERNMENT INC 800-808-4239, IL $1,262.48 CR 05691 9232|277|542|10230|0SLE
Pending 05/06 05/10 PACIFIC STEEL BRANCH #34 8019739068, UT $1,056.46 05691 9232|277|542|10230|0SLE
Disputed Matched Exception Reallocated
Check All Shown | Uncheck All Shown
Records 1 - 7 of 7
Reallocate
Mass Reallocate
Match To Order

Transaction Detail Summary Tab



Dispute a Transaction



Click Here to Run the Disputes Demo

-Or-

Click Here to Skip the Disputes Demo

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Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

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Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

Account Activity

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CP Organization
**********5691

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Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

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Transaction Management

Transaction List
View, review, allocate/reallocate and add comments to transaction information.

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Order Management
Transaction Management
Card Account List
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Card Account Summary with Transaction List

Product: Purchasing Card
Card Account Number: **********5691, CHRIS DOE

Switch Products
Switch Accounts

Create Order | Manage Orders | Card Acct List | » Trans List

[−] Card Account Summary

Account Number: O **********5691
Account Name: CHRIS DOE

Billing Cycle Close Date: Open Search

Total $ (#) of Outstanding Orders: $0.00 (0)
Total $ (#) of Unmatched Transactions: $1,820.14 (23)

Total $ (#) of Reallocated Transactions: $0.00 (0)
% of Transactions Reallocated: 0%
Total $ (#) of Transactions: $52.74CR (6)

O Open Account

[+] Search Criteria

Return to top

[−] Transaction List

Return to top

Records 1 - 6 of 6

Check All Shown | Uncheck All Shown

Select	Status ® Ⓓ	Match	Trans Date	Posting Date	Merchant	City/State	Amount		Detail	E	Purchase ID
☐			04/18	04/19	POLAND SPRING WATER	800-950-9395, MA	$76.53		⏸		0433670213
☐			04/04	04/05	PLANTS BY DESIGN	610-982-9215, PA	$231.12		⏸		MC0017402
☐			04/04	04/05	AHC MEDIA LLC	ATLANTA, GA	$299.00	CR			
☐			02/20	03/29	AHC MEDIA LLC	ATLANTA, GA	$299.00	CR			

Order Management
Transaction Management
Card Account List
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management

Transaction Detail

Product: Purchasing Card
Card Account Number: **********5691, CHRIS DOE
Switch Products
Switch Accounts

Create Order | Manage Orders | Card Acct List | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
		04/18	04/19	POLAND SPRING WATER	800-950-9395, MA	$76.53	II	0433670213

D Disputed Matched Exception II, III Trans Detail Level A Reallocated

Summary | Matched Order | Allocations | Tax Data

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
To initiate a dispute, click the "Dispute Transaction" button.

Transaction

Date: 04/18/2007
Purchase ID: 0433670213
Total Amount: 76.53

Memo Post: Yes

Sales Tax: 0.00
Freight:

Merchant

Name: POLAND SPRING WATER
City/State: 800-950-9395, MA

Reference Information

Billing Cycle: 04/20/2007
Posting Date: 04/19/2007
Reference Number: 24692167108000612793118
Authorization Number: 046147

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Currency

Source Currency: U.S. Dollar
Source Currency Amt: 76.53

Summary | Matched Order | Allocations | Tax Data

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
To initiate a dispute, click the "Dispute Transaction" button.

Transaction

Date: 04/18/2007
Purchase ID: 0433670213
Total Amount: 76.53

Memo Post: Yes

Sales Tax: 0.00
Freight:

Merchant

Name: POLAND SPRING WATER
City/State: 800-950-9395, MA
Transaction Type: SALES DRAFT
MCC Code: 5999
MCC Description: MISCELLANEOUS AND SPECIAL

Mark as Reviewed

Reference Information

Billing Cycle: 04/20/2007
Posting Date: 04/19/2007
Reference Number: 24692167108000612793118
Authorization Number: 046147

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Currency

Source Currency: U.S. Dollar
Source Currency Amt: 76.53

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Dispute

Sales Draft Requests

- none

[+] **Dispute History**

<< Back to Transaction List

Order Management
Transaction Management
Card Account List
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Select a Dispute Reason

Card Account Number: **********5691, CHRIS DOE Switch Accounts

Tran Date	Statement Date	Merchant	Amount	Reference Number
04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Select a dispute reason from the list below. If you need more information about this transaction, you may request a copy of the sales draft.

My account was charged for this transaction and...

	Reason	Additional Items Required
○	**Unauthorized** ...I did not authorize the charge.	Print, Signature
○	**Unrecognized** ...I do not recognize the charge.	Print, Signature
○	**Merchandise Returned** ...I have not received credit for the returned merchandise.	
○	**Merchandise Not Received** ...I have not received the merchandise.	
○	**Services Not Received** ...I have not received the services.	
○	**Credit Not Received** ...I have not received credit toward my account.	Print, Copy of Receipt
○	**Cash Not Received** ...I did not receive cash from the ATM.	Print, Copy of Receipt
○	**Alteration of Amount** ...the receipt does not match the amount posted.	Print, Copy of Receipt
○	**Inadequate Description** ...the description does not give enough information.	
○	**Not As Described** ...the merchandise I received does not match the description from the merchant	Print, Copy of Documentatio

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Order Management
Transaction Management
Card Account List
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Select a Dispute Reason

Card Account Number: **********5691, CHRIS DOE Switch Accounts

Tran Date	Statement Date	Merchant	Amount	Reference Number
04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Select a dispute reason from the list below. If you need more information about this transaction, you may request a copy of the sales draft.

My account was charged for this transaction and...

	Reason	Additional Items Required
◉	**Unauthorized** ...I did not authorize the charge.	Print, Signature
○	**Unrecognized** ...I do not recognize the charge.	Print, Signature
○	**Merchandise Returned** ...I have not received credit for the returned merchandise.	
○	**Merchandise Not Received** ...I have not received the merchandise.	
○	**Services Not Received** ...I have not received the services.	
○	**Credit Not Received** ...I have not received credit toward my account.	Print, Copy of Receipt
○	**Cash Not Received** ...I did not receive cash from the ATM.	Print, Copy of Receipt
○	**Alteration of Amount** ...the receipt does not match the amount posted.	Print, Copy of Receipt
○	**Inadequate Description** ...the description does not give enough information.	
○	**Not As Described** ...the merchandise I received does not match the description from the merchant	Print, Copy of Documentatio

○	**Credit Not Received** ...I have not received credit toward my account.	Print, Copy of Receipt
○	**Cash Not Received** ...I did not receive cash from the ATM.	Print, Copy of Receipt
○	**Alteration of Amount** ...the receipt does not match the amount posted.	Print, Copy of Receipt
○	**Inadequate Description** ...the description does not give enough information.	
○	**Not As Described** ...the merchandise I received does not match the description from the merchant.	Print, Copy of Documentatic
○	**Quality of Service** ...the service I received does not match the description from the merchant.	
○	**Duplicate Processing** ...it has been charged for this transaction more than once.	
○	**Paid by Other Means** ...I had paid by other means such as a cash or check.	Print, Copy of Receipt
○	**Credit Posted as a Purchase** ...it should have been a credit to my account.	Print, Copy of Receipt
○	**Cancelled - Merchandise Returned** ...I had cancelled the purchase. The merchandise has been returned to the merchant.	
○	**Cancelled - Recurring Transaction** ...I had cancelled the purchase. This is a recurring transaction such as a monthly service.	
○	**Cancelled** ...I had cancelled the purchase.	
○	**Transaction Posted to Closed Account - Recurring Transaction** ...this account has been closed. This is a recurring transaction such as a monthly service.	
○	**Transaction Posted to Closed Account** ...this account has been closed.	
○	**Defective - Shipped/Returned** ...the shipped merchandise I received was defective. The merchandise has been returned to the merchant.	Print, Copy of Shipping Invo
○	**Defective - Shipped** ...the shipped merchandise I received was defective.	Print, Copy of Shipping Invo
○	**Defective** ...the merchandise I received was defective.	
○	**Other** ...none of the above reasons fit my need to dispute this transaction.	

Select

<< Back to Transaction Detail

Order Management
Transaction Management
Card Account List
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Dispute Reason: Unauthorized

Card Account Number: **********5691, CHRIS DOE Switch Accounts

Tran Date	Statement Date	Merchant	Amount	Reference Number
04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Unauthorized
My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

* = required

Requestor Name:* Chris Doe

Requestor Phone Number:*

Comments:*

Continue

<< Back to Select a Dispute Reason

Order Management
Transaction Management
Card Account List
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Dispute Reason: Unauthorized

Card Account Number: **********5691, CHRIS DOE Switch Accounts

Tran Date	Statement Date	Merchant	Amount	Reference Number
04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Unauthorized
My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

* = required

Requestor Name:* Chris Doe

Requestor Phone Number:* 6121231234

Comments:*

Continue

<< Back to Select a Dispute Reason

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Order Management
Transaction Management
Card Account List
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Dispute Reason: Unauthorized

Card Account Number: **********5691, CHRIS DOE Switch Accounts

Tran Date	Statement Date	Merchant	Amount	Reference Number
04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Unauthorized
My account was charged for this transaction and I did not authorize the charge.

This dispute reason requires a physical signature of the Cardholder. After completing this form, click "Continue" for a printable version of the form.

* = required

Requestor Name:* Chris Doe

Requestor Phone Number:* 6121231234

Comments:*
I cancelled this service in January.

Continue

<< Back to Select a Dispute Reason

Transaction Management

Dispute Reason: Unauthorized

Request has been successfully completed.

Print, sign and fax or mail this form to the following address. This dispute will not be processed if this form is not received within 21 days of the dispute date.

Fax Number:
701-461-3463

Mailing Address:
U.S. Bank National Association, ND
C/O U.S. Bancorp Service Center, Inc.
P.O. Box 6344
Fargo, ND 58125-6344

When finished printing, you can go to the transaction detail.

Account Number: 4246040011253475

Dispute Date	Tran Date	Statement Date	Merchant	Amount	Reference Number
04/23/2007	04/18/2007	04/20/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Unauthorized
My account was charged for this transaction and I did not authorize the charge.

Requestor Name: Chris Doe

Requestor Phone Number: 6121231234

Comments:
I cancelled this service in January.

Cardholder Signature (required to process this dispute)

Order Management
Transaction Management
Card Account List
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management

Transaction Detail

Product: Purchasing Card
Card Account Number: **********5691, CHRIS DOE
Switch Products
Switch Accounts

Create Order | Manage Orders | Card Acct List | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail		Purchase ID	
(D)		04/18	04/19	POLAND SPRING WATER	800-950-9395, MA	$76.53	(II)		0433670213	

(D) Disputed (∞) Matched ▲ Exception (II), (III) Trans Detail Level (A) Reallocated

Summary | Matched Order | Allocations | Tax Data

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
To view the dispute's details, click the dispute reason link.

Transaction

Date: 04/18/2007
Purchase ID: 0433670213
Total Amount: 76.53

Memo Post: Yes

Sales Tax: 0.00
Freight:

Merchant

Name: POLAND SPRING WATER
City/State: 800-950-9395, MA

Reference Information

Billing Cycle: 04/20/2007
Posting Date: 04/19/2007
Reference Number: 24692167108000612793118
Authorization Number: 046147

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Currency

Source Currency: U.S. Dollar
Source Currency Amt: 76.53

To change the review status, click the "Mark as Reviewed" button.
To view the dispute's details, click the dispute reason link.

Transaction

Date: 04/18/2007
Purchase ID: 0433670213
Total Amount: 76.53

Memo Post: Yes

Sales Tax: 0.00
Freight:

Reference Information

Billing Cycle: 04/20/2007
Posting Date: 04/19/2007
Reference Number: 24692167108000612793118
Authorization Number: 046147

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Merchant

Name: POLAND SPRING WATER
City/State: 800-950-9395, MA
Transaction Type: SALES DRAFT
MCC Code: 5999
MCC Description: MISCELLANEOUS AND SPECIAL

Currency

Source Currency: U.S. Dollar
Source Currency Amt: 76.53

Mark as Reviewed

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Dispute Reason: Unauthorized
Dispute Date: 04/23/2007
Dispute Post Date:
Resolution Date:
Requestor Name: Chris Doe
Dispute Status: Unresolved

Cancel Dispute

Sales Draft Requests

- none

[+] **Dispute History**

<< Back to Transaction List

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Are You Sure?

You have chosen to cancel the dispute filed for the following transaction:

Dispute Date	Tran Date	Posting Date	Merchant	Amount	Reference Number
04/23/2007	04/18/2007	04/19/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Unauthorized
I cancelled this service in January.

Cancellation Comments:

Yes, Cancel Dispute No

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Are You Sure?

You have chosen to cancel the dispute filed for the following transaction:

Dispute Date	Tran Date	Posting Date	Merchant	Amount	Reference Number
04/23/2007	04/18/2007	04/19/2007	POLAND SPRING WATER	76.53	24692167108000612793118

Unauthorized
I cancelled this service in January.

Cancellation Comments:
Service reauthorized.

Yes, Cancel Dispute No

Order Management
Transaction Management
Card Account List
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management

Transaction Detail

Product: Purchasing Card
Card Account Number: **********5691, CHRIS DOE

Switch Products
Switch Accounts

Create Order | Manage Orders | Card Acct List | Trans List

Request has been successfully completed.

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID
D		04/18	04/19	POLAND SPRING WATER	800-950-9395, MA	$76.53	II	0433670213

D Disputed Matched Exception II, III Trans Detail Level A Reallocated

Summary | Matched Order | Allocations | Tax Data

The Summary tab shows high-level transaction information.

To change the review status, click the "Mark as Reviewed" button.
To view the dispute's details, click the dispute reason link.

Transaction

Date: 04/18/2007
Purchase ID: 0433670213
Total Amount: 76.53

Memo Post: Yes

Sales Tax: 0.00
Freight:

Merchant

Name: POLAND SPRING WATER
City/State: 800-950-9395, MA

Reference Information

Billing Cycle: 04/19/2007
Posting Date: 04/19/2007
Reference Number: 24692167108000612793118
Authorization Number: 046147

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Currency

Source Currency: U.S. Dollar
Source Currency Amt: 76.53

To change the review status, click the "Mark as Reviewed" button.
To view the dispute's details, click the dispute reason link.

Transaction

Date: 04/18/2007
Purchase ID: 0433670213
Total Amount: 76.53

Memo Post: Yes

Sales Tax: 0.00
Freight:

Reference Information

Billing Cycle: 04/19/2007
Posting Date: 04/19/2007
Reference Number: 24692167108000612793118
Authorization Number: 046147

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Merchant

Name: POLAND SPRING WATER
City/State: 800-950-9395, MA
Transaction Type: SALES DRAFT
MCC Code: 5999
MCC Description: MISCELLANEOUS AND SPECIAL

Currency

Source Currency: U.S. Dollar
Source Currency Amt: 76.53

Mark as Reviewed

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Dispute Reason: Unauthorized
Dispute Date: 04/23/2007
Dispute Post Date:
Resolution Date:
Requestor Name: Chris Doe
Dispute Status: Unresolved

Sales Draft Requests

- none

[+] **Dispute History**

<< Back to Transaction List

Total Amount: 76.53

Memo Post: Yes

Sales Tax: 0.00
Freight:

Reference Number: 24692167108000612793118
Authorization Number: 046147

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Merchant

Name: POLAND SPRING WATER
City/State: 800-950-9395, MA
Transaction Type: SALES DRAFT
MCC Code: 5999
MCC Description: MISCELLANEOUS AND SPECIAL

Currency

Source Currency: U.S. Dollar
Source Currency Amt: 76.53

Mark as Reviewed

Dispute

Dispute information only reflects the last dispute filed for this transaction. More information available in Dispute History.

Dispute Reason: Unauthorized
Dispute Date: 04/23/2007
Dispute Post Date:
Resolution Date:
Requestor Name: Chris Doe
Dispute Status: Unresolved

Sales Draft Requests

- none

[–] Dispute History

Dispute Date	Dispute Post Date	Resolution Date	Requestor Name	Dispute Status	Dispute Reason	Dispute Cancelled	Cancelled By	Cancellation Comments
04/23/2007			Chris Doe	Unresolved	Unauthorized	Yes	Chris Doe	Service reauthorized.

<< Back to Transaction List

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Order Management
Transaction Management
Card Account List
Transaction List
Enhanced Supplier Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Card Account Summary with Transaction List

Product: Purchasing Card
Card Account Number: **********5691, CHRIS DOE

Switch Products
Switch Accounts

Create Order | Manage Orders | Card Acct List | » Trans List

[−] Card Account Summary

Account Number: ********** 5691
Account Name: CHRIS DOE

Total $ (#) of Outstanding Orders: $0.00 (0)
Total $ (#) of Unmatched Transactions: $1,820.14 (23)

Billing Cycle Close Date: Open Search

Total $ (#) of Reallocated Transactions: $0.00 (0)
% of Transactions Reallocated: 0%
Total $ (#) of Transactions: $52.74CR (6)

Open Account

[+] Search Criteria

Return to top

[−] Transaction List

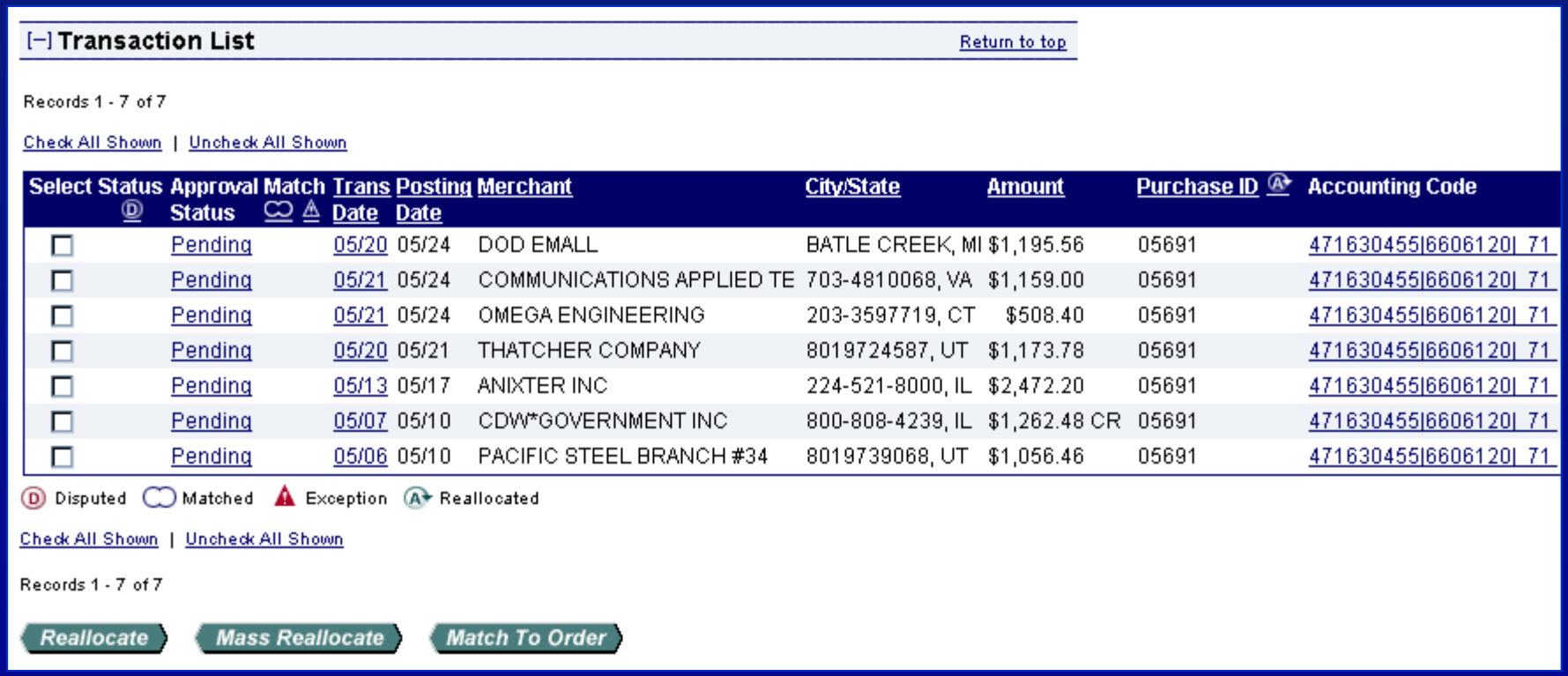
Return to top

Records 1 - 6 of 6

Check All Shown | Uncheck All Shown

Select	Status ® Ⓓ	Match ∞ ⚠	Trans Date	Posting Date	Merchant	City/State	Amount		Detail	E	Purchase ID
☐	Ⓓ		04/18	04/19	POLAND SPRING WATER	800-950-9395, MA	$76.53		⏸		0433670213
☐			04/04	04/05	PLANTS BY DESIGN	610-982-9215, PA	$231.12		⏸		MC00174020
☐			04/04	04/05	AHC MEDIA LLC	ATLANTA, GA	$299.00	CR			
☐			02/20	03/29	AHC MEDIA LLC	ATLANTA, GA	$299.00	CR			

Reallocate a Transaction


[−] Transaction List

Return to top

Records 1 - 7 of 7

Check All Shown | Uncheck All Shown

Select	Status (D)	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID (A)	Accounting Code
☐		Pending		05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56	05691	471630455|660612|_71
☐		Pending		05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00	05691	471630455|660612|_71
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40	05691	471630455|660612|_71
☐		Pending		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78	05691	471630455|660612|_71
☐		Pending		05/13	05/17	ANIXTER INC	224-521-8000, IL	$2,472.20	05691	471630455|660612|_71
☐		Pending		05/07	05/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR	05691	471630455|660612|_71
☐		Pending		05/06	05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46	05691	471630455|660612|_71

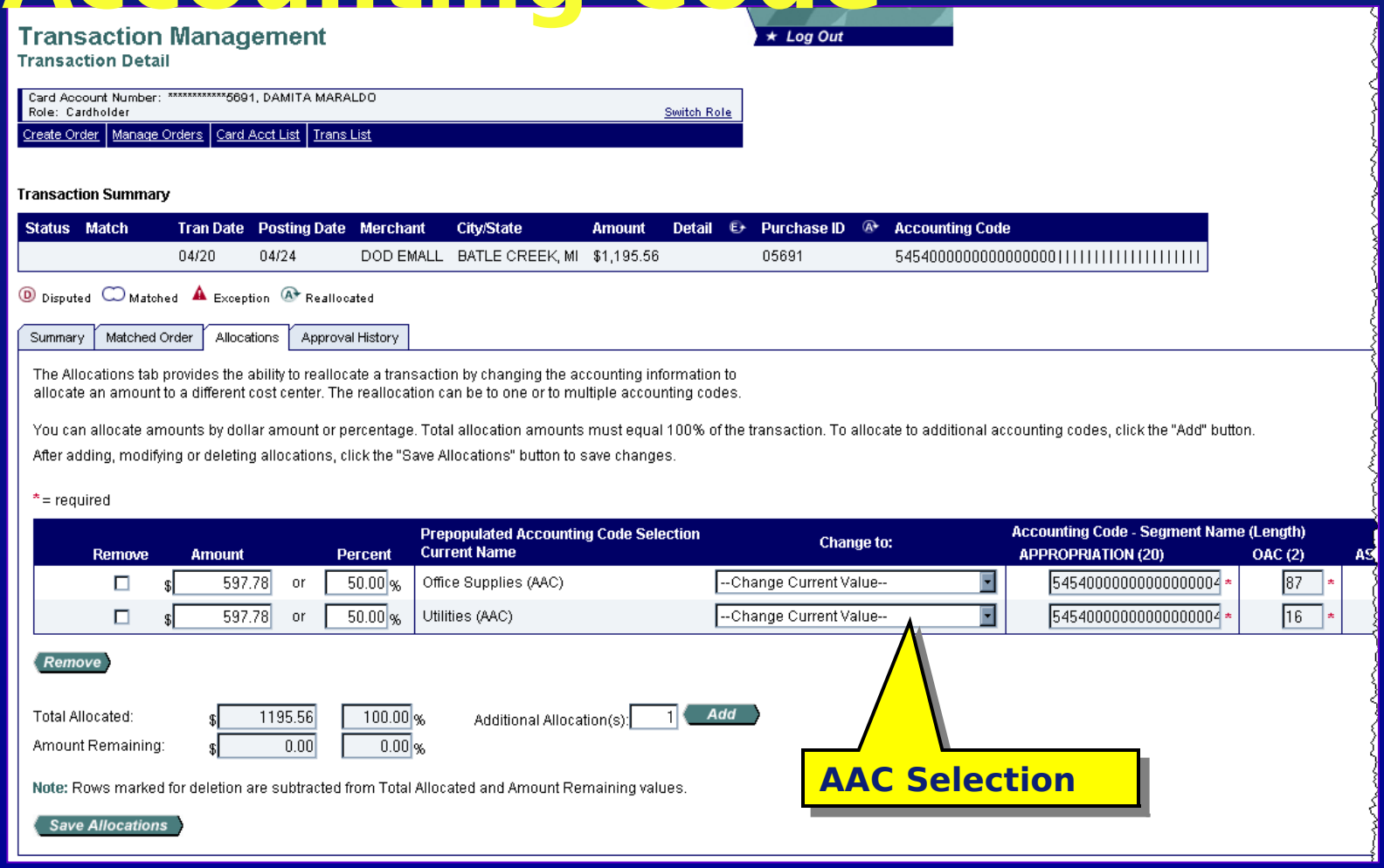
(D) Disputed Matched Exception (A) Reallocated

Check All Shown | Uncheck All Shown

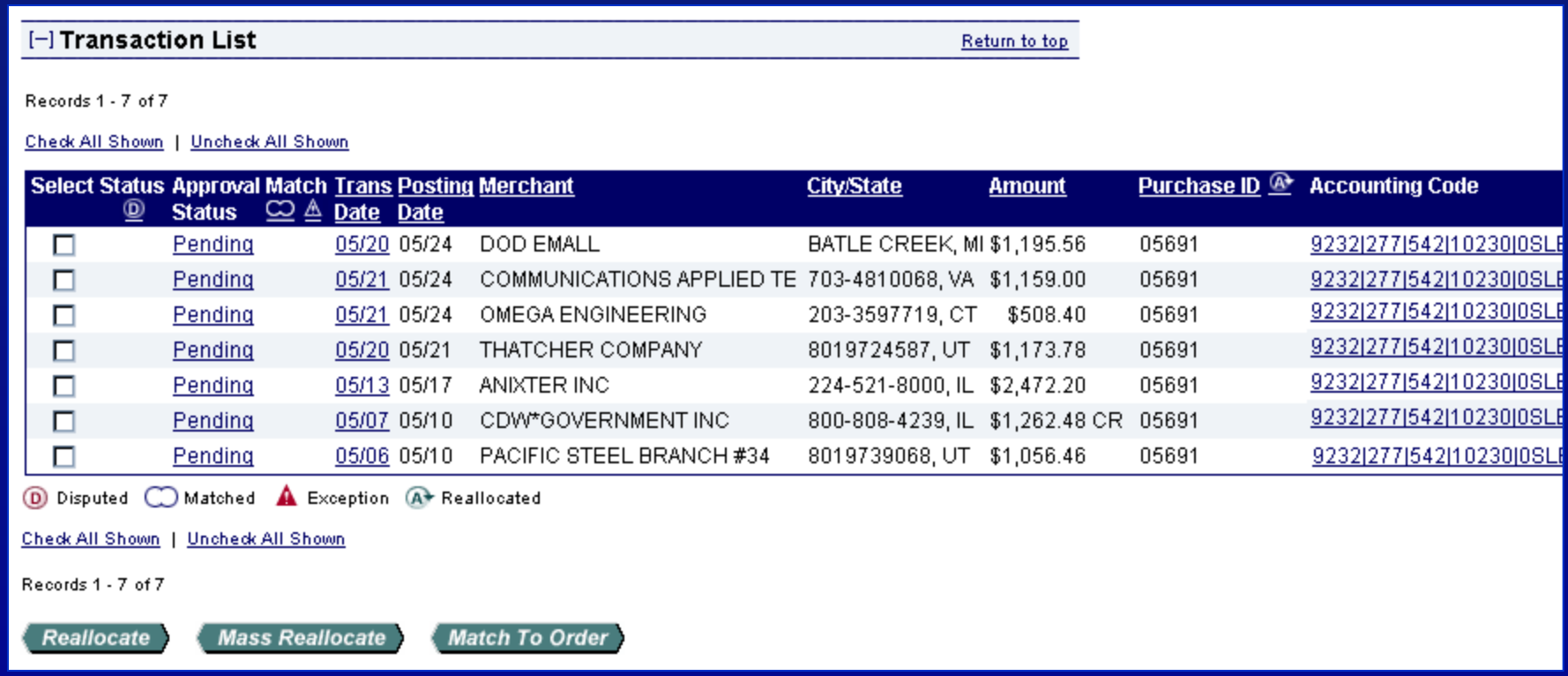
Records 1 - 7 of 7

Reallocate Mass Reallocate Match To Order

Reallocate to an Alternate Accounting Code


Transaction Management
Transaction Detail
★ Log Out
Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder
Switch Role
Create Order | Manage Orders | Card Acct List | Trans List
Transaction Summary
Status Match Tran Date Posting Date Merchant City/State Amount Detail Purchase ID Accounting Code
04/20 04/24 DOD EMALL BATLE CREEK, MI $1,195.56 05691
Disputed Matched Exception Reallocated
Summary | Matched Order | Allocations | Approval History
The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.
You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.
After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.
* = required
Remove Amount Percent Prepopulated Accounting Code Selection Current Name Change to: Accounting Code - Segment Name (Length) APPROPRIATION (20) OAC (2)
$ 597.78 or 50.00 % Office Supplies (AAC) --Change Current Value-- 87
$ 597.78 or 50.00 % Utilities (AAC) --Change Current Value-- 16
Remove
Total Allocated: $ 1195.56 100.00 %
Amount Remaining: $ 0.00 0.00 %
Additional Allocation(s): 1 Add
Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.
Save Allocations
AAC Selection

Reallocate a Transaction



[−] Transaction List — Return to top

Records 1 - 7 of 7

Check All Shown | Uncheck All Shown

Select	Status (D)	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID (A)	Accounting Code
☐		Pending		05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56	05691	9232|277|542|10230|OSLE
☐		Pending		05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00	05691	9232|277|542|10230|OSLE
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40	05691	9232|277|542|10230|OSLE
☐		Pending		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78	05691	9232|277|542|10230|OSLE
☐		Pending		05/13	05/17	ANIXTER INC	224-521-8000, IL	$2,472.20	05691	9232|277|542|10230|OSLE
☐		Pending		05/07	05/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR	05691	9232|277|542|10230|OSLE
☐		Pending		05/06	05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46	05691	9232|277|542|10230|OSLE

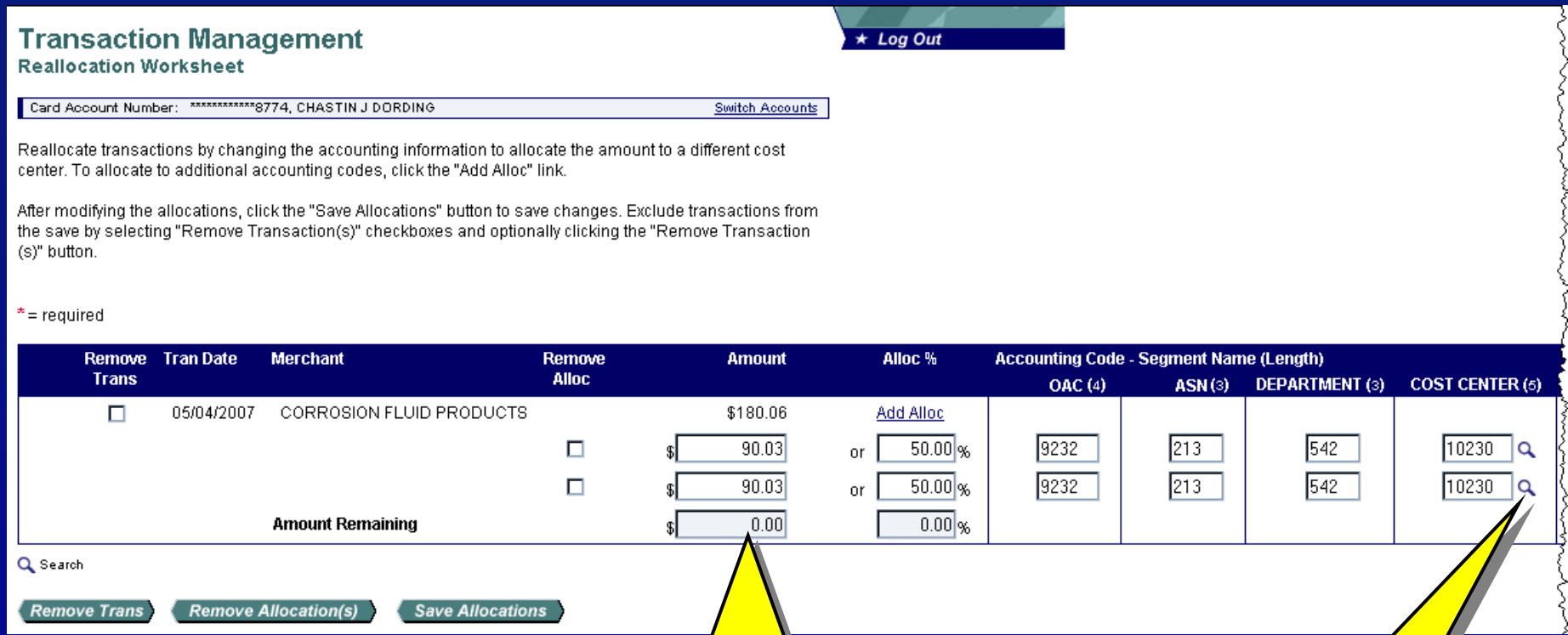
(D) Disputed Matched Exception (A) Reallocated

Check All Shown | Uncheck All Shown

Records 1 - 7 of 7

Reallocate Mass Reallocate Match To Order

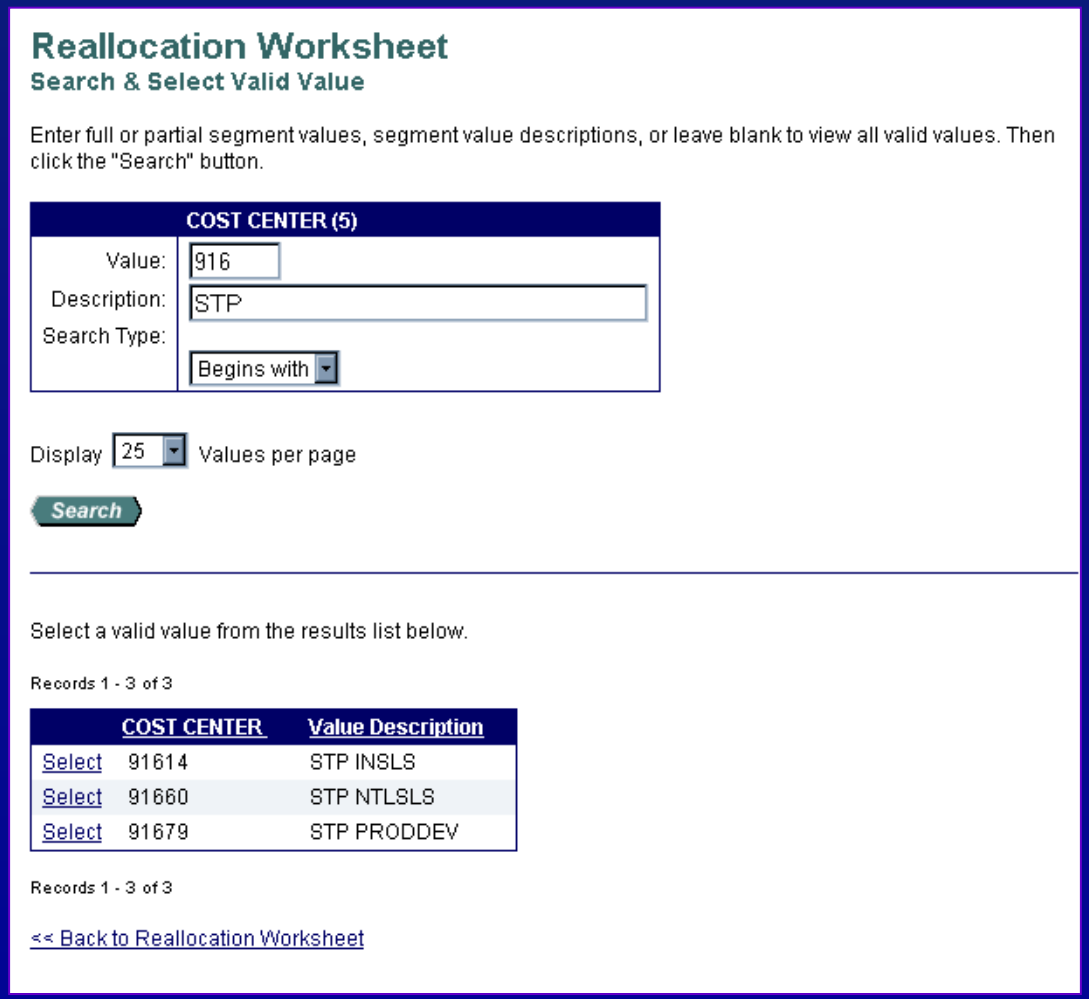
Reallocate a Transaction



The Amount Remaining must be zero.

Magnifying glass for VVL

Reallocate a Transaction



Reallocation Worksheet

Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

COST CENTER (5)	
Value:	916
Description:	STP
Search Type:	Begins with

Display 25 Values per page

Search

Select a valid value from the results list below.

Records 1 - 3 of 3

	COST CENTER	Value Description
Select	91614	STP INSLS
Select	91660	STP NTLSLS
Select	91679	STP PRODDEV

Records 1 - 3 of 3

<< Back to Reallocation Worksheet

Click Here to Run the Reallocation Demo

-Or-

Click Here to Skip the Reallocation Demo

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Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

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You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

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Account Activity

Select an Account

CP Organization
**********5691

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Role: Cardholder Switch Role

Transaction List

View, review, allocate/reallocate and add comments to transaction information.

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Card Account Summary with Transaction List

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | » Trans List

[−] Card Account Summary

Account Number: **********5691
Account Name: DAMITA MARALDO

Total $ (#) of Outstanding Orders: $15,416.53 (19)
Total $ (#) of Unmatched Transactions: $25,980.25 (61)

Billing Cycle Close Date: Open Search

Total $ (#) of Reallocated Transactions: $0.00 (0)
% of Transactions Reallocated: 0%
Total $ (#) of Transactions: $7,998.24 (20)

O Open Account

Approve Statement

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[+] Search Criteria

Return to top

[−] Transaction List

Return to top

Records 1 - 20 of 20

Check All Shown | Uncheck All Shown

Select	Status (D)	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail (E)	Purchase
☐		Pending		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691
☐		Pending		03/21	03/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00		05691

[+] Search Criteria

Return to top

[−] Transaction List

Return to top

Records 1 - 20 of 20

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase
☐		Pending		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691
☐		Pending		03/21	03/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00		05691
☐		Pending		03/20	03/24	DOD EMALL	BATLE CREEK, MI	$1,195.56		05691
☐		Pending		03/21	03/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40		05691
☐		Pending		03/20	03/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06		05691
☐		Pending		03/20	03/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20		05691
☐		Pending		03/20	03/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691
☐		Pending	MM	03/18	03/20	MCMASTER-CARR	630-8349600, IL	$38.20		05691
☐		Pending		03/20	03/20	IMPAC REBATE-THANK YOU	00000, D	$261.55 CR		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$30.43		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$53.83		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$317.84		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$295.49		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$96.12		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$185.00		05691
☐		Pending		03/14	03/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31		05691
☐		Pending		03/13	03/17	ANIXTER INC	224-521-8000, IL	$2,472.20		05691
☐		Pending		03/11	03/13	MCMASTER-CARR	630-8349600, IL	$85.99		05691
☐		Pending		03/06	03/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46		05691
☐		Pending		03/07	03/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR		05691

(D) Disputed (M) Matched (!) Exception (A) Reallocated

Check All Shown | Uncheck All Shown

Records 1 - 20 of 20

Reallocate | Mass Reallocate | Match To Order | Approve

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management

Transaction Detail

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	12345678987654

(D) Disputed (M) Matched (!) Exception (A) Reallocated

Summary | Matched Order | Allocations | User Line Items | Comments | Approval History

The Summary tab shows high-level transaction information.
To approve the transaction, click "Approve".
To initiate a dispute, click the "Dispute Transaction" link.

Transaction

Date: 03/21/2007
Purchase ID: 05691
Total Amount: 508.40

Memo Post: Yes

Sales Tax: 0.00
Freight: 0.00

Merchant

Name: OMEGA ENGINEERING
City/State: 203-3597719, CT
Transaction Type: SALES DRAFT
MCC Code: 5085
MCC Description: WHOLSALE INDUST SUPP

Reference Information

Billing Cycle: Open
Posting Date: 03/24/2007
Reference Number: 4716300005905667
Authorization Number: 040636

Extract Date(s)

Most Recent Standard Financial Extract:
General Ledger Extract:
Payment Extract:

Currency

Source Currency: U.S. Dollar
Source Currency Amt: 508.40

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Transaction Detail

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	123456789876543

(D) Disputed Matched Exception (A) Reallocated

Summary | Matched Order | Allocations | User Line Items | Comments | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Remove	Amount	Percent	Prepopulated Accounting Code Selection Current Name	Change to:	Accoun APPRO
☐	$ 508.40 or	100.00 %		--Change Current Value--	123

Search

Remove

Total Allocated: $ 508.40 100.00 %

Amount Remaining: $ 0.00 0.00 %

Additional Allocation(s): 1 Add

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Transaction Detail

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	123456789876543

(D) Disputed Matched Exception (A) Reallocated

Summary | Matched Order | Allocations | User Line Items | Comments | Approval History

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* = required

Remove	Amount		Percent		Prepopulated Accounting Code Selection Current Name	Change to:	Accoun APPRO
☐	$ 508.40	or	100.00	%		--Change Current Value--	123
☐	$ 0.00	or	0.00	%		--Change Current Value--	

Search

Remove

Total Allocated: $ 508.40 100.00 %

Amount Remaining: $ 0.00 0.00 %

Additional Allocation(s): 1 Add

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management

Transaction Detail

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	12345678987654

(D) Disputed Matched Exception (A) Reallocated

Summary | Matched Order | Allocations | User Line Items | Comments | Approval History

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Remove	Amount		Percent		Prepopulated Accounting Code Selection Current Name	Change to:	Accoun APPRO
☐	$ 254.20	or	50.00	%		--Change Current Value--	123
☐	$ 0.00	or	0.00	%		--Change Current Value--	

Search

Remove

Total Allocated: $ 254.20 50.00 %

Amount Remaining: $ 254.20 50.00 %

Additional Allocation(s): 1 Add

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

Transaction Management

Transaction Detail

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	12345678987654

(D) Disputed Matched Exception (A) Reallocated

Summary | Matched Order | Allocations | User Line Items | Comments | Approval History

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Remove	Amount		Percent		Prepopulated Accounting Code Selection Current Name	Change to:	Accoun APPRO
☐	$ 254.20	or	50.00	%		--Change Current Value--	123
☐	$ 254.20	or	50.00	%		--Change Current Value--	

Search

Remove

Total Allocated: $ 508.40 100.00 %

Amount Remaining: $ 0.00 0.00 %

Additional Allocation(s): 1 Add

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Transaction Detail

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	123456789876543

(D) Disputed Matched Exception Reallocated

Summary | Matched Order | Allocations | User Line Items | Comments | Approval History

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After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Remove	Amount		Percent	Prepopulated Accounting Code Selection Current Name	Change to:	Accoun APPRO
☐	$ 254.20	or	50.00 %	Office Supplies (AAC)	--Change Current Value--	545
☐	$ 254.20	or	50.00 %		--Change Current Value--	

Search

Remove

Total Allocated: $ 508.40 100.00 %

Amount Remaining: $ 0.00 0.00 %

Additional Allocation(s): 1 Add

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Transaction Detail

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | Trans List

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	12345678987654

(D) Disputed Matched Exception (A) Reallocated

Summary | Matched Order | Allocations | User Line Items | Comments | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

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After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Remove	Amount		Percent		Prepopulated Accounting Code Selection Current Name	Change to:	Accoun APPRO
☐	$ 254.20	or	50.00	%	Office Supplies (AAC)	--Change Current Value--	545
☐	$ 254.20	or	50.00	%	Seminars (AAC)	--Change Current Value--	565

Remove

Total Allocated: $ 508.40 100.00 %
Amount Remaining: $ 0.00 0.00 %

Additional Allocation(s): 1 Add

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	Multiple

D Disputed Matched Exception Reallocated

Summary | Matched Order | Allocations | User Line Items | Comments | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Remove	Amount		Percent	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (L APPROPRIATION (20)	OA
☐	$ 254.20	or	50.00 %	Office Supplies (AAC)	--Change Current Value--	5454000000000000004 *	
☐	$ 254.20	or	50.00 %	Seminars (AAC)	--Change Current Value--	5656000000000000001 *	

Search

Remove

Total Allocated: $ 508.40 100.00 %

Amount Remaining: $ 0.00 0.00 %

Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Transaction Detail

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | Trans List

Request has been successfully completed.

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	Multiple

(D) Disputed Matched Exception (A) Reallocated

Summary | Matched Order | Allocations | User Line Items | Comments | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Remove	Amount		Percent		Prepopulated Accounting Code Selection Current Name	Change to:	Accoun APPRO
☐	$ 254.20	or	50.00	%	Office Supplies (AAC)	--Change Current Value--	545
☐	$ 254.20	or	50.00	%	Seminars (AAC)	--Change Current Value--	565

Search

Remove

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | Trans List

Request has been successfully completed.

Transaction Summary

Status	Match	Tran Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	Multiple

D Disputed Matched Exception A Reallocated

Summary | Matched Order | Allocations | User Line Items | Comments | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required

Remove	Amount		Percent		Prepopulated Accounting Code Selection Current Name	Change to:	Accoun APPRO
☐	$ 254.20	or	50.00	%	Office Supplies (AAC)	--Change Current Value--	545
☐	$ 254.20	or	50.00	%	Seminars (AAC)	--Change Current Value--	565

Search

Remove

Total Allocated: $ 508.40 100.00 %
Amount Remaining: $ 0.00 0.00 %

Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

<< Back to Transaction List

Order Management
Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Transaction Management

Card Account Summary with Transaction List

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | » Trans List

[−] Card Account Summary

Account Number:	**********5691	Total $ (#) of Outstanding Orders:	$15,416.53 (19)
Account Name:	DAMITA MARALDO	Total $ (#) of Unmatched Transactions:	$25,980.25 (61)

Billing Cycle Close Date: Open Search

Total $ (#) of Reallocated Transactions: $508.40 (1)
% of Transactions Reallocated: 4%
Total $ (#) of Transactions: $7,998.24 (20)

O Open Account

Approve Statement

Statement Approval History

Approval Status	Approval Date	Approved by
No statement approval history exists for this account.		

[+] Search Criteria

Return to top

[−] Transaction List

Return to top

Records 1 - 20 of 20

Check All Shown | Uncheck All Shown

Select	Status (D)	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail (E)	Purchase
☐		Pending		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691
☐		Pending		03/21	03/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00		05691

No statement approval history exists for this account.

[+] Search Criteria

Return to top

[−] Transaction List

Return to top

Records 1 - 20 of 20

Check All Shown | Uncheck All Shown

Select	Status (D)	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail (E)	Purchase
☐		Pending		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691
☐		Pending		03/21	03/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00		05691
☐		Pending		03/20	03/24	DOD EMALL	BATLE CREEK, MI	$1,195.56		05691
☐		Pending		03/21	03/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40		05691
☐		Pending		03/20	03/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06		05691
☐		Pending		03/20	03/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20		05691
☐		Pending		03/20	03/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691
☐		Pending	MM	03/18	03/20	MCMASTER-CARR	630-8349600, IL	$38.20		05691
☐		Pending		03/20	03/20	IMPAC REBATE-THANK YOU	00000, D	$261.55 CR		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$30.43		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$53.83		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$317.84		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$295.49		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$96.12		05691
☐		Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$185.00		05691
☐		Pending		03/14	03/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31		05691
☐		Pending		03/13	03/17	ANIXTER INC	224-521-8000, IL	$2,472.20		05691
☐		Pending		03/11	03/13	MCMASTER-CARR	630-8349600, IL	$85.99		05691
☐		Pending		03/06	03/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46		05691
☐		Pending		03/07	03/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR		05691

(D) Disputed Matched Exception (A) Reallocated

Check All Shown | Uncheck All Shown

Records 1 - 20 of 20

Reallocate Mass Reallocate Match To Order Approve

No statement approval history exists for this account.

ch Criteria

Return to top

saction List

Return to top

20 of 20

own | Uncheck All Shown

atus	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Purchase ID	Accounting Code
	Pending		03/21	03/24	OMEGA ENGINEERING	203-3597719, CT	$508.40		05691	Multiple
	Pending		03/21	03/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00		05691	12345678987654321
	Pending		03/20	03/24	DOD EMALL	BATLE CREEK, MI	$1,195.56		05691	12345678987654321
	Pending		03/21	03/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40		05691	12345678987654321
	Pending		03/20	03/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06		05691	12345678987654321
	Pending		03/20	03/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20		05691	12345678987654321
	Pending		03/20	03/21	THATCHER COMPANY	8019724587, UT	$1,173.78		05691	12345678987654321
	Pending	MM	03/18	03/20	MCMASTER-CARR	630-8349600, IL	$38.20		05691	12345678987654321
	Pending		03/20	03/20	IMPAC REBATE-THANK YOU	00000, D	$261.55 CR		05691	12345678987654321
	Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$30.43		05691	12345678987654321
	Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$53.83		05691	12345678987654321
	Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$317.84		05691	12345678987654321
	Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$295.49		05691	12345678987654321
	Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$96.12		05691	12345678987654321
	Pending		03/18	03/19	DOD EMALL	BATLE CREEK, MI	$185.00		05691	12345678987654321
	Pending		03/14	03/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31		05691	12345678987654321
	Pending		03/13	03/17	ANIXTER INC	224-521-8000, IL	$2,472.20		05691	12345678987654321
	Pending		03/11	03/13	MCMASTER-CARR	630-8349600, IL	$85.99		05691	12345678987654321
	Pending		03/06	03/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46		05691	12345678987654321
	Pending		03/07	03/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR		05691	12345678987654321

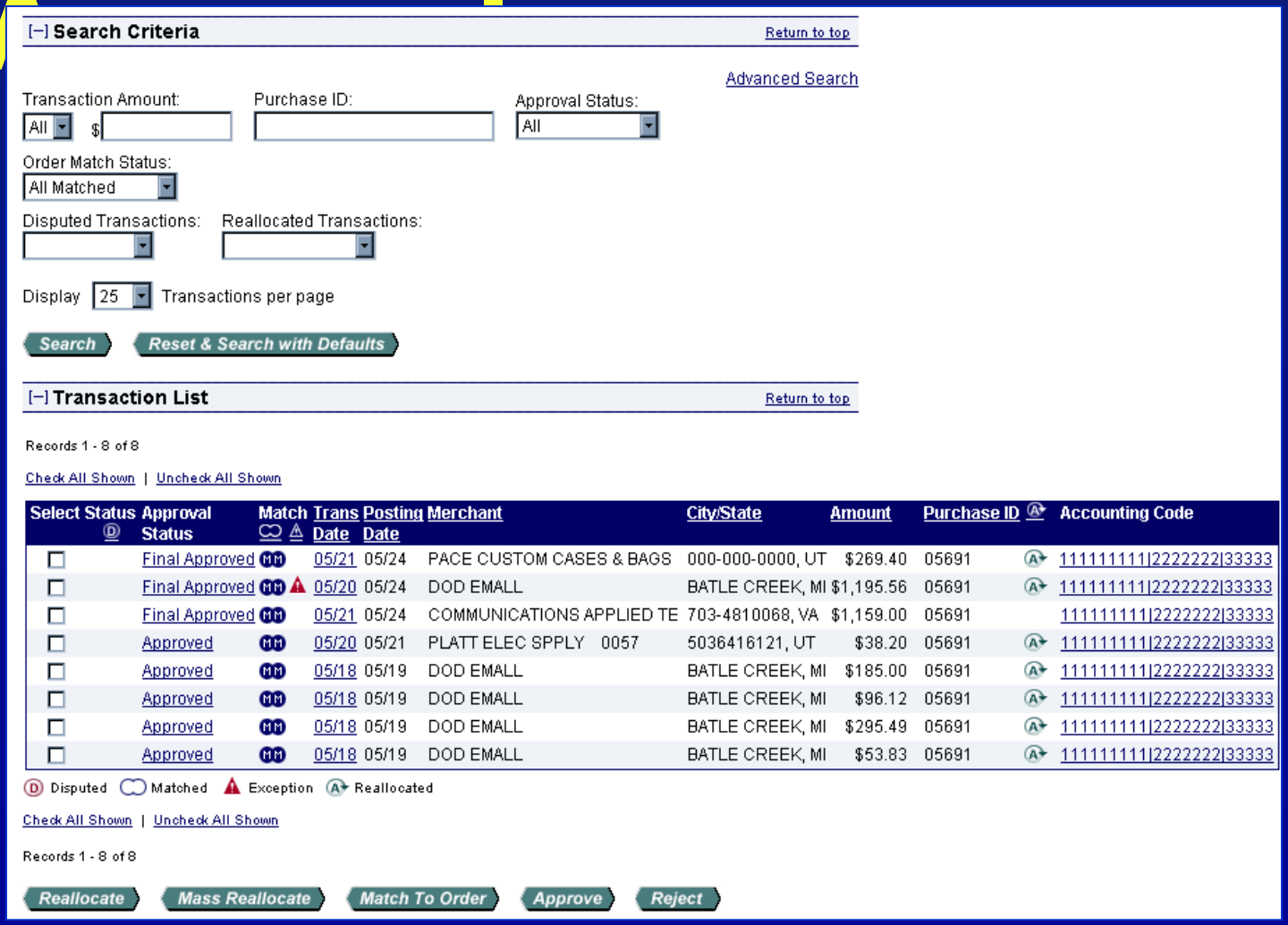
Matched Exception Reallocated

own | Uncheck All Shown

0 of 20

te Mass Reallocate Match To Order Approve

Transaction Final-



[−] Search Criteria — Return to top

Advanced Search

Transaction Amount: All $ | Purchase ID: | Approval Status: All

Order Match Status: All Matched

Disputed Transactions: | Reallocated Transactions:

Display 25 Transactions per page

Search | Reset & Search with Defaults

[−] Transaction List — Return to top

Records 1 - 8 of 8

Check All Shown | Uncheck All Shown

Select	Status (D)	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID	(A)	Accounting Code
☐		Final Approved	MM	05/21	05/24	PACE CUSTOM CASES & BAGS	000-000-0000, UT	$269.40	05691	A	11111111|2222222|33333
☐		Final Approved	MM !	05/20	05/24	DOD EMALL	BATLE CREEK, MI	$1,195.56	05691	A	11111111|2222222|33333
☐		Final Approved	MM	05/21	05/24	COMMUNICATIONS APPLIED TE	703-4810068, VA	$1,159.00	05691		11111111|2222222|33333
☐		Approved	MM	05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$38.20	05691	A	11111111|2222222|33333
☐		Approved	MM	05/18	05/19	DOD EMALL	BATLE CREEK, MI	$185.00	05691	A	11111111|2222222|33333
☐		Approved	MM	05/18	05/19	DOD EMALL	BATLE CREEK, MI	$96.12	05691	A	11111111|2222222|33333
☐		Approved	MM	05/18	05/19	DOD EMALL	BATLE CREEK, MI	$295.49	05691	A	11111111|2222222|33333
☐		Approved	MM	05/18	05/19	DOD EMALL	BATLE CREEK, MI	$53.83	05691	A	11111111|2222222|33333

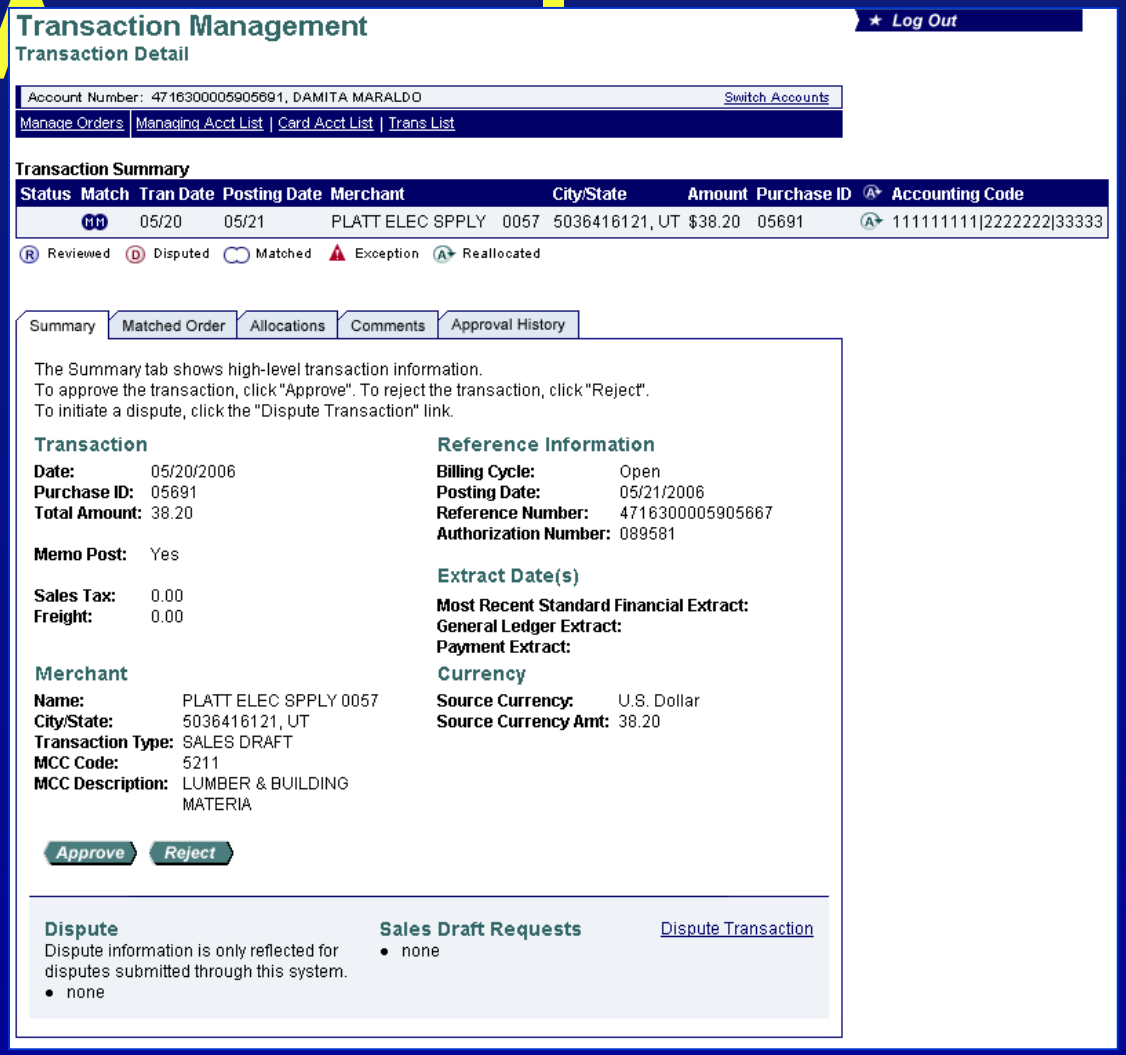
(D) Disputed Matched ! Exception (A) Reallocated

Check All Shown | Uncheck All Shown

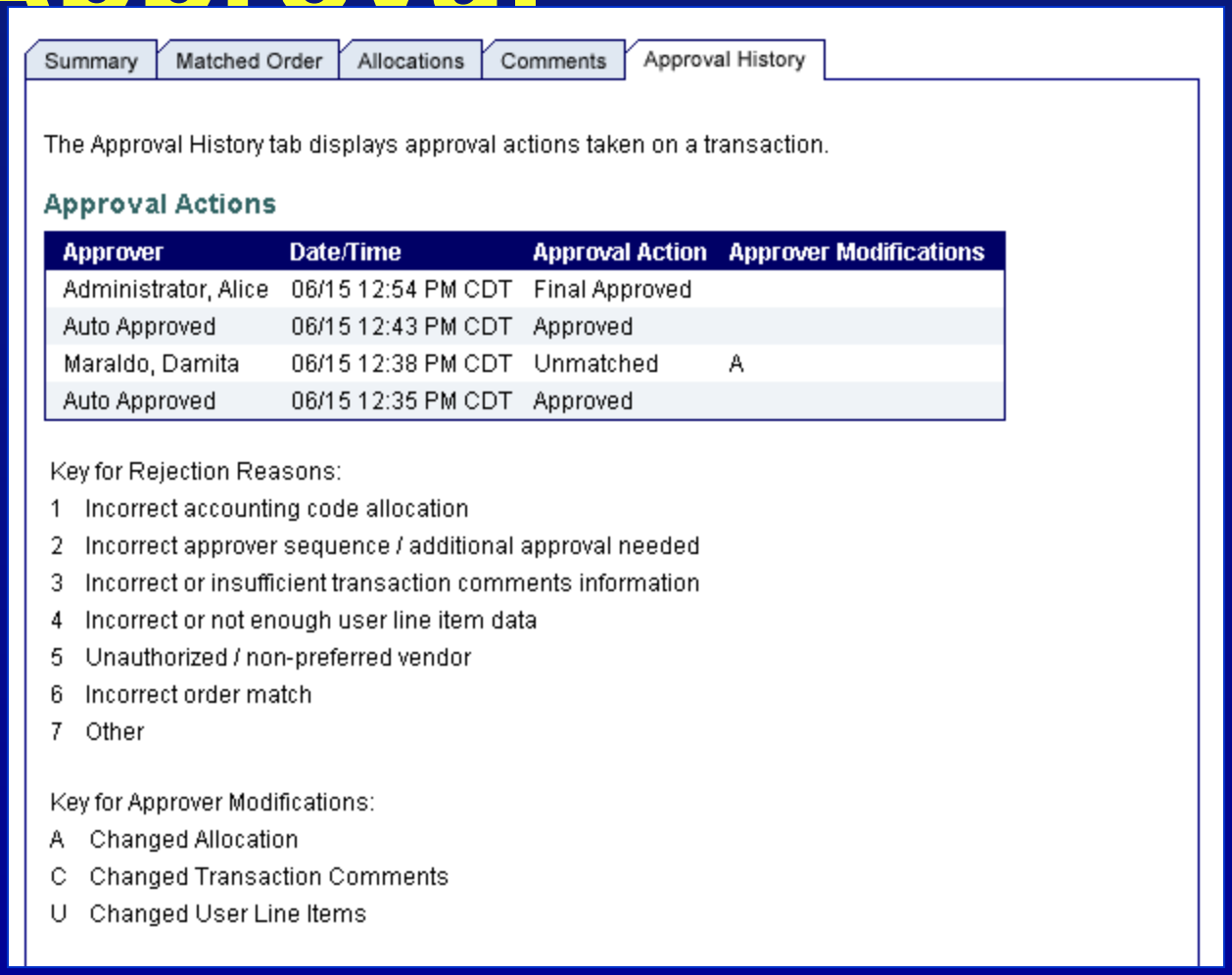
Records 1 - 8 of 8

Reallocate | Mass Reallocate | Match To Order | Approve | Reject

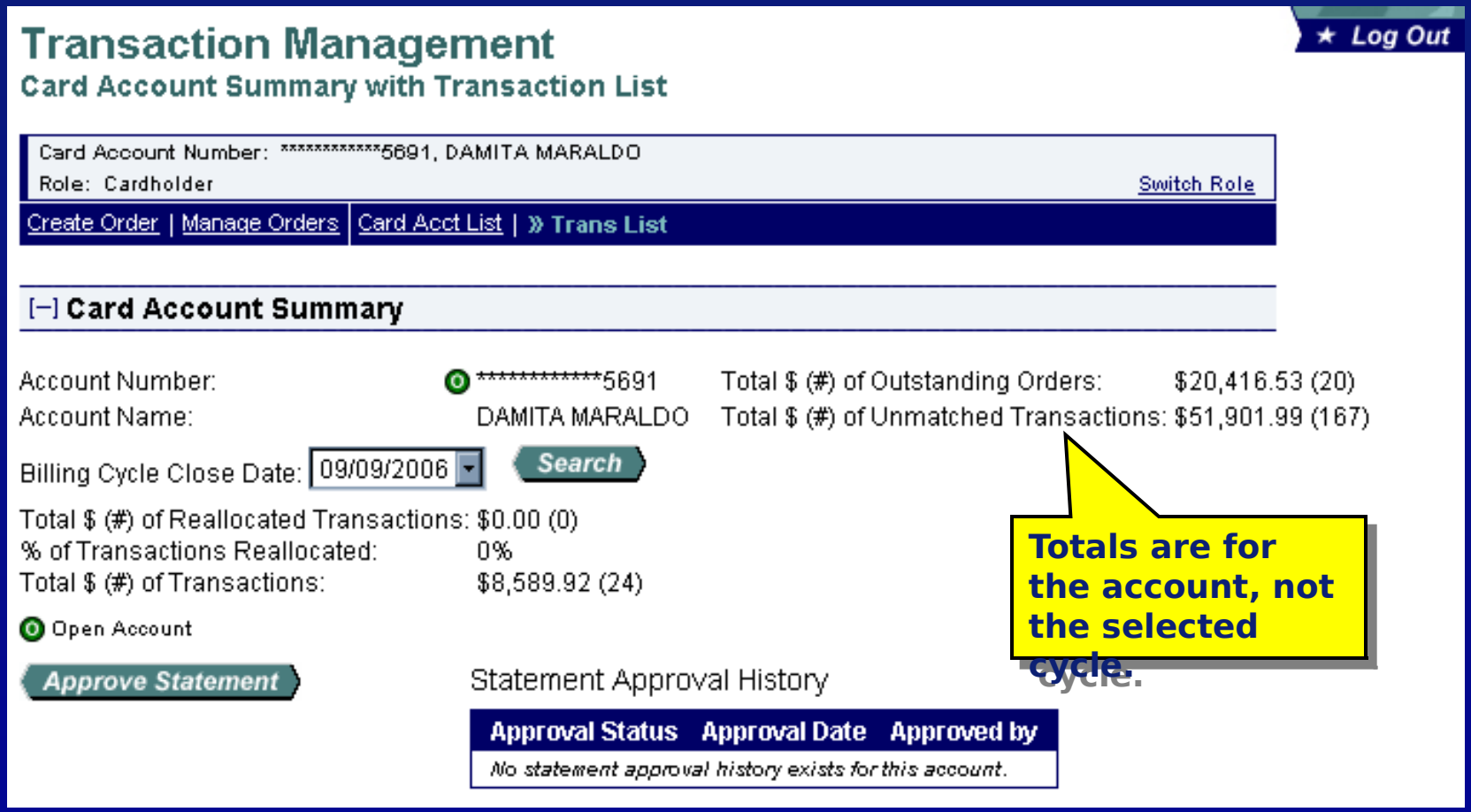
Transaction Final-



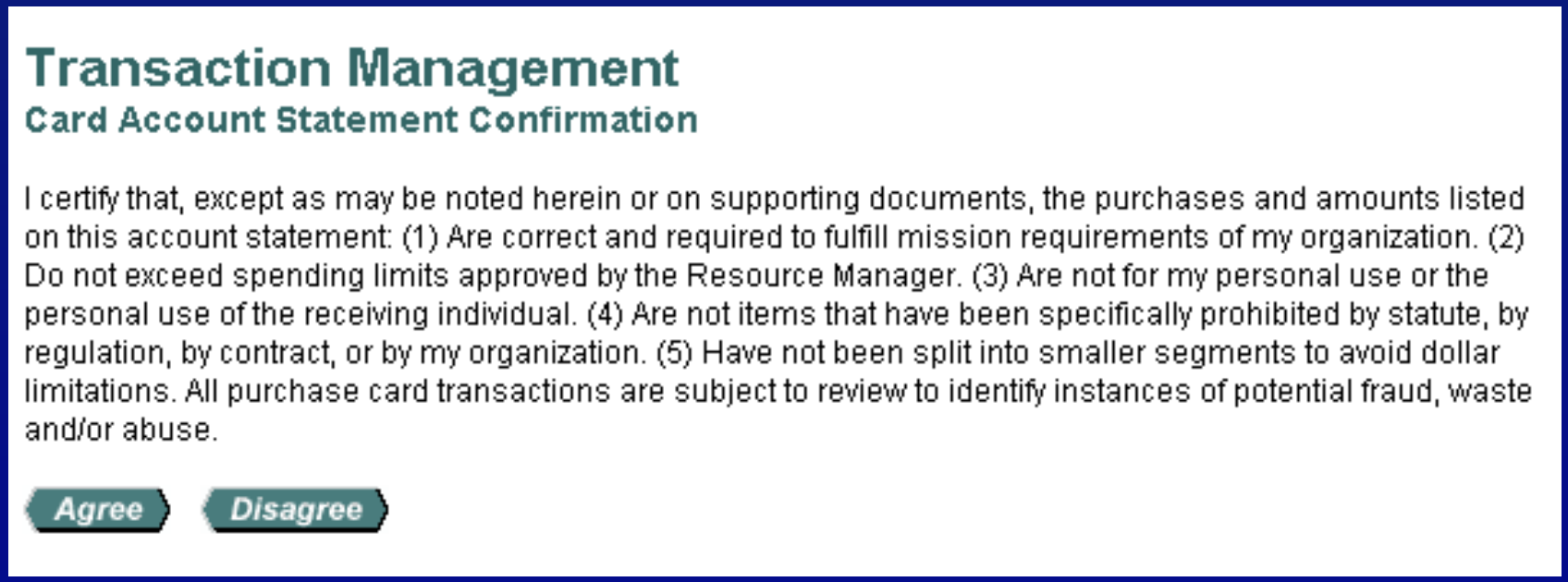
Transaction Final-Approval



Statement Approval


Transaction Management
Card Account Summary with Transaction List
★ Log Out
Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder
Switch Role
Create Order | Manage Orders | Card Acct List | » Trans List
[–] Card Account Summary
Account Number: **********5691
Account Name: DAMITA MARALDO
Billing Cycle Close Date: 09/09/2006
Search
Total $ (#) of Reallocated Transactions: $0.00 (0)
% of Transactions Reallocated: 0%
Total $ (#) of Transactions: $8,589.92 (24)
Open Account
Approve Statement
Total $ (#) of Outstanding Orders: $20,416.53 (20)
Total $ (#) of Unmatched Transactions: $51,901.99 (167)
Totals are for the account, not the selected cycle.
Statement Approval History
Approval Status
Approval Date
Approved by
No statement approval history exists for this account.

Statement Approval


Transaction Management
Card Account Statement Confirmation
I certify that, except as may be noted herein or on supporting documents, the purchases and amounts listed on this account statement: (1) Are correct and required to fulfill mission requirements of my organization. (2) Do not exceed spending limits approved by the Resource Manager. (3) Are not for my personal use or the personal use of the receiving individual. (4) Are not items that have been specifically prohibited by statute, by regulation, by contract, or by my organization. (5) Have not been split into smaller segments to avoid dollar limitations. All purchase card transactions are subject to review to identify instances of potential fraud, waste and/or abuse.
Agree
Disagree

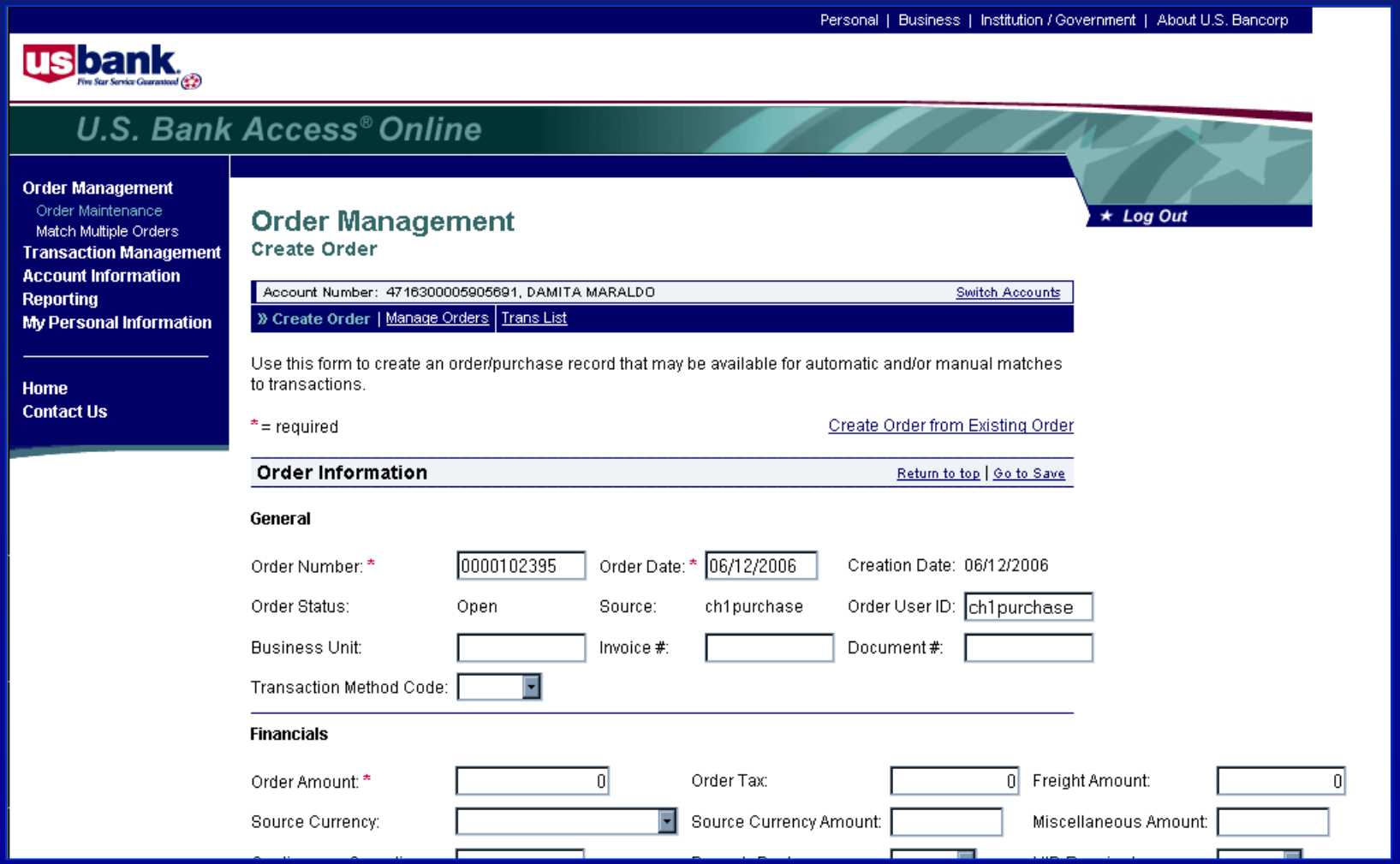
Managing Account Certification

Transaction Management
Log Out
Managing Account List
Create Order | Manage Orders | » Managing Acct List | Card Acct List | Trans List
[−] Product Summary
Total Number of Managing/ Diversion Accounts: 2
Active Card Accounts: 14
Suspended Card Accounts: 0
[+] Search Criteria
Return to top
[−] Managing Account List
Return to top
Records 1 - 2 of 2
Show # of Approval Trans | Show $ of Approval Trans
Select
Account Number
Account Name
Cycle Date
# of Trans Posted
$ of Trans Posted
# of Trans Disputed
$ of Trans Disputed
Total % Realloc Trans
MA 4716432143214321 ACME CP ORGANIZATION 04/09/2006 271 $121,716.82 0 $0.00 0%
MA 4716543254325432 ACME CP ORG TEST 04/10/2006 263 $170,229.13 0 $0.00 0%
Open Account
Check All Shown | Uncheck All Shown
Records 1 - 2 of 2
Certify
Reject

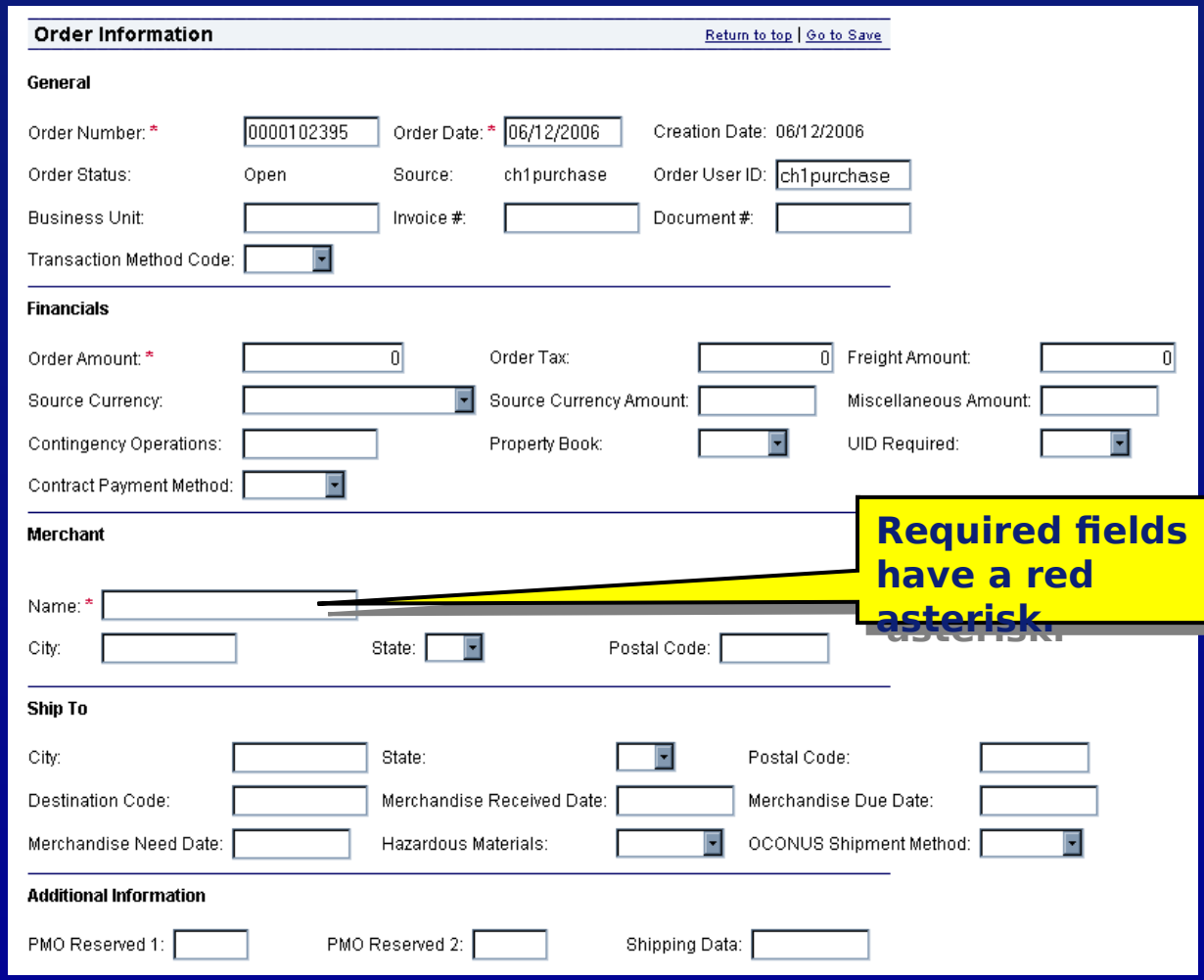
Order Management

- Creating a manual order
- Matching transactions to orders in order management
- Matching multiple transactions and orders at the same time

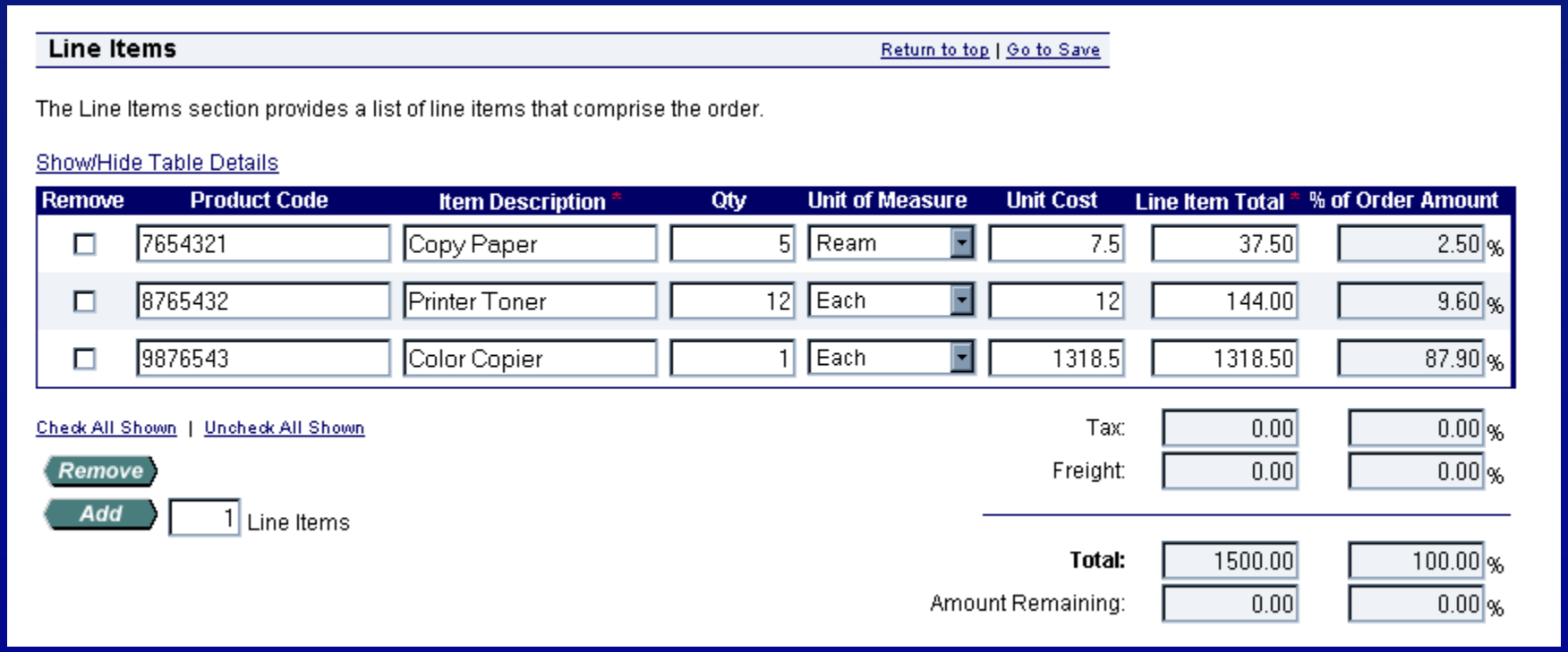
Create a Manual Order



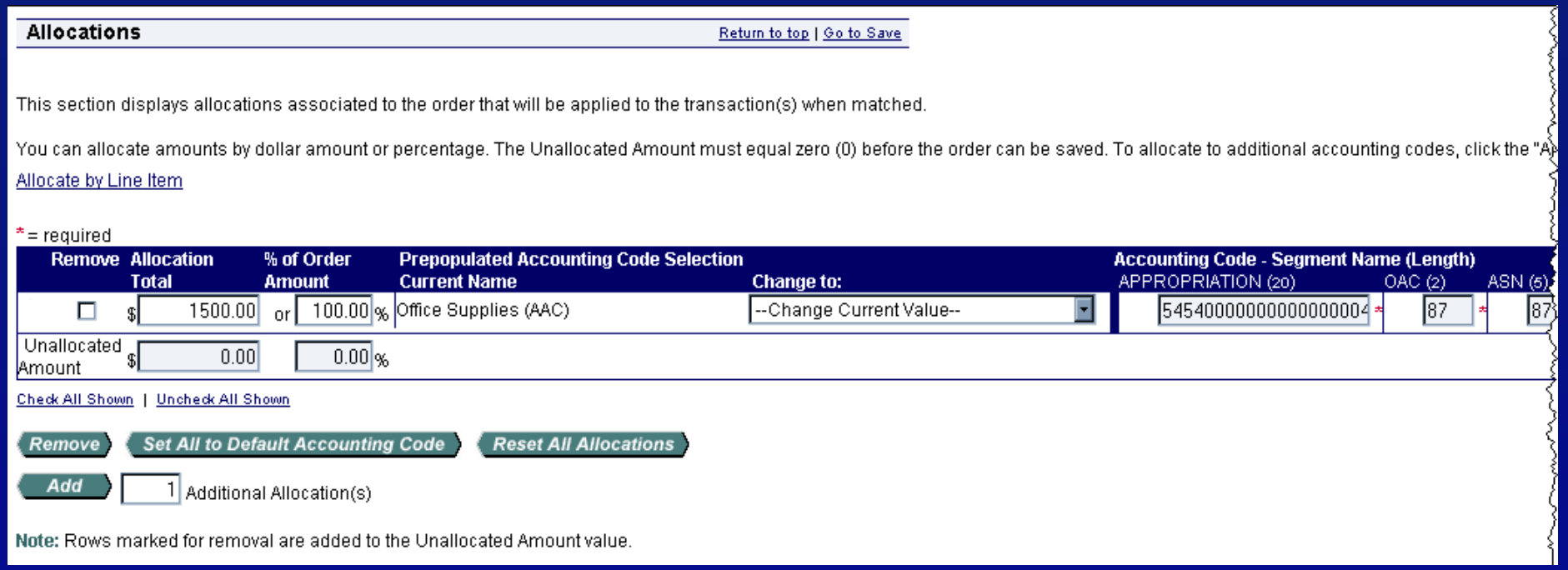
Create a Manual Order



Create a Manual Order



Create a Manual Order



Allocations Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting codes, click the "A

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (Length) APPROPRIATION (20)	OAC (2)	ASN (6)
☐	$ 1500.00	or 100.00 %	Office Supplies (AAC)	--Change Current Value--	5454000000000000004 *	87 *	87
Unallocated Amount	$ 0.00	0.00 %					

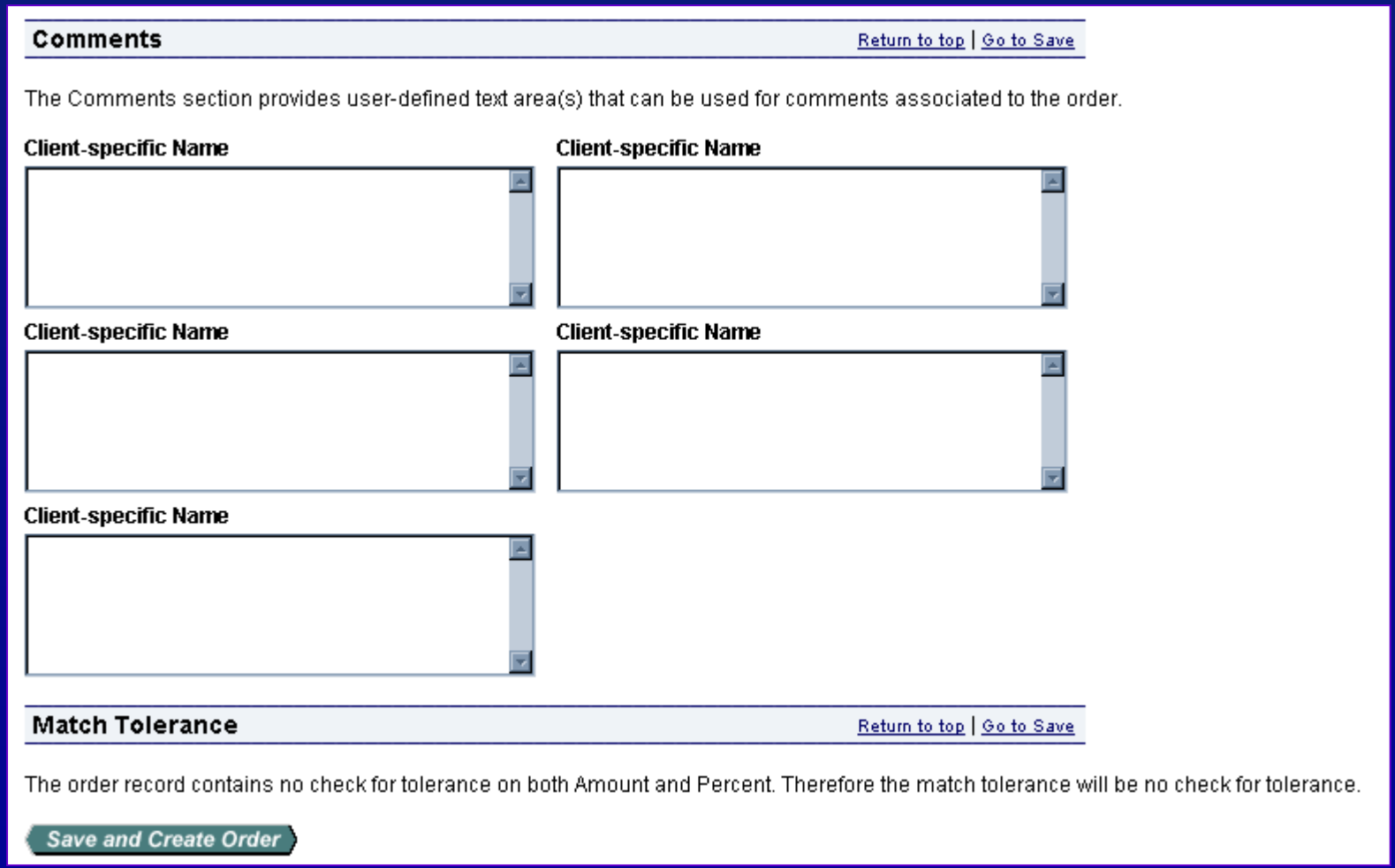
Check All Shown | Uncheck All Shown

Remove | Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Create a Manual Order


Comments
Return to top | Go to Save
The Comments section provides user-defined text area(s) that can be used for comments associated to the order.
Client-specific Name
Client-specific Name
Client-specific Name
Client-specific Name
Client-specific Name
Match Tolerance
Return to top | Go to Save
The order record contains no check for tolerance on both Amount and Percent. Therefore the match tolerance will be no check for tolerance.
Save and Create Order

Click Here to Run the Order Creation Demo

-Or-

Click Here to Skip the Order Creation Demo

usbank
Five Star Service Guaranteed

ACME04 CP Organization

U.S. Bank Access® Online

Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Message from U.S. Bank

★ Log Out

Account Activity
Select an Account

CP Organization
**********5691

Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

ACME04 CP Organization

U.S. Bank Access® Online

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Order Management

Order Maintenance

View, create, maintain, delete, and/or suspend order records.

- Create New Order Record

Match Multiple Orders to Transactions

Manually match an unfulfilled order to unmatched transaction(s).

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Order Management

Create Order

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

» Create Order | Manage Orders | Card Acct List | Trans List

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

* = required

Create Order from Existing Order

Order Information

Return to top | Go to Save

General

Order Number: *	0000103752	Order Date: *	04/24/2007	Creation Date:	04/24/2007
Order Status:	Open	Source:	ch1purchase	Order User ID:	ch1purchase
Business Unit:		Invoice #:		Document #:	
Transaction Method Code:		Requestor Name: *		Shipping Data:	
Authorization Number:					

Financials

Order Amount: *	0	Order Tax:	0	Freight Amount:	
Source Currency:		Property Book: *	No (Default)	UID Required: *	No
Contract Payment Method: *	No	Miscellaneous Amount:		Contingency Operations:	
Source Currency Amount:					

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Order Management

Create Order

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

» Create Order | Manage Orders | Card Acct List | Trans List

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

* = required

Create Order from Existing Order

Order Information

Return to top | Go to Save

General

Order Number: *	0000103752	Order Date: *	04/24/2007	Creation Date:	04/24/2007
Order Status:	Open	Source:	ch1purchase	Order User ID:	ch1purchase
Business Unit:		Invoice #:		Document #:	
Transaction Method Code:		Requestor Name: *	Damita Maraldo	Shipping Data:	
Authorization Number:					

Financials

Order Amount: *	0	Order Tax:	0	Freight Amount:	
Source Currency:		Property Book: *	No (Default)	UID Required: *	No
Contract Payment Method: *	No	Miscellaneous Amount:		Contingency Operations:	
Source Currency Amount:					

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Order Management

Create Order

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

» Create Order | Manage Orders | Card Acct List | Trans List

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

* = required

Create Order from Existing Order

Order Information

Return to top | Go to Save

General

Order Number: *	0000103752	Order Date: *	04/24/2007	Creation Date:	04/24/2007
Order Status:	Open	Source:	ch1purchase	Order User ID:	ch1purchase
Business Unit:	Purchasing	Invoice #:	54321	Document #:	12345678
Transaction Method Code:	Online	Requestor Name: *	Damita Maraldo	Shipping Data:	
Authorization Number:	AB456789				

Financials

Order Amount: *	0	Order Tax:	0	Freight Amount:	
Source Currency:		Property Book: *	No (Default)	UID Required: *	No
Contract Payment Method: *	No	Miscellaneous Amount:		Contingency Operations:	
Source Currency Amount:					

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Order Management

Create Order

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

» Create Order | Manage Orders | Card Acct List | Trans List

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

* = required

Create Order from Existing Order

Order Information

Return to top | Go to Save

General

Order Number: *	0000103752	Order Date: *	04/24/2007	Creation Date:	04/24/2007
Order Status:	Open	Source:	ch1purchase	Order User ID:	ch1purchase
Business Unit:	Purchasing	Invoice #:	54321	Document #:	12345678
Transaction Method Code:	Online	Requestor Name: *	Damita Maraldo	Shipping Data:	
Authorization Number:	AB456789				

Financials

Order Amount: *	1500.00	Order Tax:	0	Freight Amount:	
Source Currency:		Property Book: *	No (Default)	UID Required: *	No
Contract Payment Method: *	No	Miscellaneous Amount:		Contingency Operations:	
Source Currency Amount:					

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Order Management

Create Order

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

» Create Order | Manage Orders | Card Acct List | Trans List

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

* = required

Create Order from Existing Order

Order Information

Return to top | Go to Save

General

Order Number: *	0000103752	Order Date: *	04/24/2007	Creation Date:	04/24/2007
Order Status:	Open	Source:	ch1purchase	Order User ID:	ch1purchase
Business Unit:	Purchasing	Invoice #:	54321	Document #:	12345678
Transaction Method Code:	Online	Requestor Name: *	Damita Maraldo	Shipping Data:	
Authorization Number:	AB456789				

Financials

Order Amount: *	1500.00	Order Tax:	0	Freight Amount:	50.00
Source Currency:	U.S. Dollar	Property Book: *	No (Default)	UID Required: *	No
Contract Payment Method: *	No	Miscellaneous Amount:		Contingency Operations:	None
Source Currency Amount:					

Order Information

Return to top | Go to Save

General

Order Number: *	0000103752	Order Date: *	04/24/2007	Creation Date:	04/24/2007
Order Status:	Open	Source:	ch1purchase	Order User ID:	ch1purchase
Business Unit:	Purchasing	Invoice #:	54321	Document #:	12345678
Transaction Method Code:	Online	Requestor Name: *	Damita Maraldo	Shipping Data:	
Authorization Number:	AB456789				

Financials

Order Amount: *	1500.00	Order Tax:	0	Freight Amount:	50.00
Source Currency:	U.S. Dollar	Property Book: *	No (Default)	UID Required: *	No
Contract Payment Method: *	No	Miscellaneous Amount:		Contingency Operations:	None
Source Currency Amount:					

Merchant

Name: *					
City:		State:		Postal Code:	

Ship To

City:		State:		Postal Code:	
Destination Code:		Hazardous Materials: *	No	OCONUS Shipment Method:	
Merchandise Received Date:		Merchandise Due Date:		Merchandise Need Date:	

Additional Information

PMO Reserved 1:		PMO Reserved 2:		Other Data:	

Line Items

Return to top | Go to Save

Order Information

Return to top | Go to Save

General

Order Number: *	0000103752	Order Date: *	04/24/2007	Creation Date:	04/24/2007
Order Status:	Open	Source:	ch1purchase	Order User ID:	ch1purchase
Business Unit:	Purchasing	Invoice #:	54321	Document #:	12345678
Transaction Method Code:	Online	Requestor Name: *	Damita Marald	Shipping Data:	
Authorization Number:	AB456789				

Financials

Order Amount: *	1500.00	Order Tax:	0	Freight Amount:	50.00
Source Currency:	U.S. Dollar	Property Book: *	No (Default)	UID Required: *	No
Contract Payment Method: *	No	Miscellaneous Amount:		Contingency Operations:	None
Source Currency Amount:					

Merchant

Name: *	DOD EMALL				
City:		State:		Postal Code:	

Ship To

City:		State:		Postal Code:	
Destination Code:		Hazardous Materials: *	No	OCONUS Shipment Method:	
Merchandise Received Date:		Merchandise Due Date:		Merchandise Need Date:	

Additional Information

PMO Reserved 1:		PMO Reserved 2:		Other Data:	

Line Items

Return to top | Go to Save

Order Information

Return to top | Go to Save

General

Order Number: *	0000103752	Order Date: *	04/24/2007	Creation Date:	04/24/2007
Order Status:	Open	Source:	ch1purchase	Order User ID:	ch1purchase
Business Unit:	Purchasing	Invoice #:	54321	Document #:	12345678
Transaction Method Code:	Online	Requestor Name: *	Damita Maraldo	Shipping Data:	
Authorization Number:	AB456789				

Financials

Order Amount: *	1500.00	Order Tax:	0	Freight Amount:	50.00
Source Currency:	U.S. Dollar	Property Book: *	No (Default)	UID Required: *	No
Contract Payment Method: *	No	Miscellaneous Amount:		Contingency Operations:	None
Source Currency Amount:					

Merchant

Name: *	DOD EMALL				
City:	Minneapolis	State:	MN	Postal Code:	55402

Ship To

City:	Minneapolis	State:	MN	Postal Code:	55406
Destination Code:		Hazardous Materials: *	No	OCONUS Shipment Method:	
Merchandise Received Date:		Merchandise Due Date:	6/30/2007	Merchandise Need Date:	6/30/2007

Additional Information

PMO Reserved 1:		PMO Reserved 2:		Other Data:	

Line Items

Return to top | Go to Save

Line Items

Return to top | Go to Save

The Line Items section provides a list of line items that comprise the order.

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
No Line Items have been defined for this order. Click "Add" to add line items.							

Add 1 Line Items

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting co

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length) Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR
No allocations exist for this order. Click the "Add" button to add allocations.				

Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Line Items

Return to top | Go to Save

The Line Items section provides a list of line items that comprise the order.

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
No Line Items have been defined for this order. Click "Add" to add line items.							

Add 3 Line Items

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting coc

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length) Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR
No allocations exist for this order. Click the "Add" button to add allocations.				

Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Line Items

Return to top | Go to Save

The Line Items section provides a list of line items that comprise the order.

Show/Hide Table Details

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
☐				Each			%
☐				Each			%
☐				Each			%

Check All Shown | Uncheck All Shown

Remove

Add 1 Line Items

Tax:	0.00	0.00 %
Freight:	50.00	3.33 %
Total:	50.00	3.33 %
Amount Remaining:	1450.00	96.67 %

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting cod

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length) Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR
No allocations exist for this order. Click the "Add" button to add allocations.				

Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Line Items

Return to top | Go to Save

The Line Items section provides a list of line items that comprise the order.

Show/Hide Table Details

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
☐	7654321		0	Each	0	0.00	0.00 %
☐				Each		0.00	%
☐				Each		0.00	%

Check All Shown | Uncheck All Shown

Remove

Add 1 Line Items

Tax:	0.00	0.00 %
Freight:	50.00	3.33 %
Total:	50.00	3.33 %
Amount Remaining:	1450.00	96.67 %

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting cod

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length) Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR
No allocations exist for this order. Click the "Add" button to add allocations.				

Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Line Items

Return to top | Go to Save

The Line Items section provides a list of line items that comprise the order.

Show/Hide Table Details

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
☐	7654321	Copy Paper	0	Each	0	0.00	0.00 %
☐				Each		0.00	%
☐				Each		0.00	%

Check All Shown | Uncheck All Shown

Remove

Add 1 Line Items

Tax:	0.00	0.00 %
Freight:	50.00	3.33 %
Total:	50.00	3.33 %
Amount Remaining:	1450.00	96.67 %

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting cod

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length) Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR
No allocations exist for this order. Click the "Add" button to add allocations.				

Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Line Items

Return to top | Go to Save

The Line Items section provides a list of line items that comprise the order.

Show/Hide Table Details

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
☐	7654321	Copy Paper	5	Each	0	0.00	0.00 %
☐				Each		0.00	%
☐				Each		0.00	%

Check All Shown | Uncheck All Shown

Remove

Add 1 Line Items

Tax:	0.00	0.00 %
Freight:	50.00	3.33 %
Total:	50.00	3.33 %
Amount Remaining:	1450.00	96.67 %

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting cod

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length) Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR
No allocations exist for this order. Click the "Add" button to add allocations.				

Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Line Items

Return to top | Go to Save

The Line Items section provides a list of line items that comprise the order.

Show/Hide Table Details

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
☐	7654321	Copy Paper	5	Ream	0	0.00	0.00 %
☐				Each		0.00	%
☐				Each		0.00	%

Check All Shown | Uncheck All Shown

Remove

Add 1 Line Items

Tax:	0.00	0.00 %
Freight:	50.00	3.33 %
Total:	50.00	3.33 %
Amount Remaining:	1450.00	96.67 %

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting coc

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length) Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR
No allocations exist for this order. Click the "Add" button to add allocations.				

Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Line Items

Return to top | Go to Save

The Line Items section provides a list of line items that comprise the order.

Show/Hide Table Details

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
☐	7654321	Copy Paper	5	Ream	7.5	37.50	2.50 %
☐				Each		0.00	%
☐				Each		0.00	%

Check All Shown | Uncheck All Shown

Remove

Add 1 Line Items

Tax:	0.00	0.00 %
Freight:	50.00	3.33 %
Total:	87.50	5.83 %
Amount Remaining:	1412.50	94.17 %

Allocations

Return to top | Go to Save

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You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting cod

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length) Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR
No allocations exist for this order. Click the "Add" button to add allocations.				

Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Line Items

Return to top | Go to Save

The Line Items section provides a list of line items that comprise the order.

Show/Hide Table Details

Remove	Product Code	Item Description *	Qty	Unit of Measure	Unit Cost	Line Item Total *	% of Order Amount
☐	7654321	Copy Paper	5	Ream	7.5	37.50	2.50 %
☐	8765432	Printer Toner	12	Each	12	144.00	9.60 %
☐	9876543	Color Copier	1	Each	1268.5	1268.50	84.57 %

Check All Shown | Uncheck All Shown

Remove

Add 1 Line Items

Tax:	0.00	0.00 %
Freight:	50.00	3.33 %
Total:	1500.00	100.00 %
Amount Remaining:	0.00	0.00 %

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting cod

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Accounting Code - Segment Name (Length) Change to: APPROPRIATION (20) OAC (2) ASN (5) UIC (6) PEC (12) ORG (8) MFP (2) JO (8) SAR
No allocations exist for this order. Click the "Add" button to add allocations.				

Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting coc

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (Le APPROPRIATION (20)	OA
☐	$ 0.00	or 0.00 %		--Change Current Value--	*	
Unallocated Amount	$ 1500.00	100.00 %				

Search

Check All Shown | Uncheck All Shown

Remove | Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting co

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (Le APPROPRIATION (20)	OAC
☐	$ 0.00	or 0.00 %	Office Supplies (AAC)	--Change Current Value--	5454000000000000004 *	
Unallocated Amount	$ 1500.00	100.00 %				

Check All Shown | Uncheck All Shown

Remove | Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (Le APPROPRIATION (20)	OAC (2
☐	$ 0.00	or 0.00 %	Office Supplies (AAC)	--Change Current Value--	5454000000000000004 *	8
Unallocated Amount	$ 1500.00	100.00 %				

Check All Shown | Uncheck All Shown

Remove | Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Match Tolerance

Return to top | Go to Save

The order record contains no check for tolerance on both Amount and Percent. Therefore the match tolerance will be no check for tolerance.

Save and Create Order

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Order Management

Create Order

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

» Create Order | Manage Orders | Card Acct List | Trans List

⚠ The sum of the order allocations must equal the amount of the order.
⚠ Allocations are not allowed to be less than $0.01. Please see the error icon below and mark the allocation for removal or re-enter the Amount or Alloc %.

Use this form to create an order/purchase record that may be available for automatic and/or manual matches to transactions.

* = required

Create Order from Existing Order

Order Information

Return to top | Go to Save

General

Order Number: *	0000103753	Order Date: *	04/24/2007	Creation Date:	
Order Status:		Source:		Order User ID:	ch1purchase
Business Unit:	Purchasing	Invoice #:	54321	Document #:	12345678
Transaction Method Code:	Online	Requestor Name: *	Damita Maraldo	Shipping Data:	
Authorization Number:	ABC45678				

Financials

Order Amount: *	1500	Order Tax:	0	Freight Amount:	
Source Currency:	U.S. Dollar	Property Book: *	No (Default)	UID Required: *	No

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

You can allocate amounts by dollar amount or percentage. The Unallocated Amount must equal zero (0) before the order can be saved. To allocate to additional accounting cod

Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (Le APPROPRIATION (20)	OAC (2
☐	$ 0.00	or 0.00 %	Office Supplies (AAC)	--Change Current Value--	5454000000000000004 *	8
Unallocated Amount	$ 1500.00	100.00 %				

Check All Shown | Uncheck All Shown

Remove | Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Allocations

Return to top | Go to Save

This section displays allocations associated to the order that will be applied to the transaction(s) when matched.

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Allocate by Line Item

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (L APPROPRIATION (20)	OAC
☐	$ 1500.00	or 100.00 %	Office Supplies (AAC)	--Change Current Value--	5454000000000000004 *	
Unallocated Amount	$ 0.00	0.00 %				

Check All Shown | Uncheck All Shown

Remove | Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

* = required

Remove	Allocation Total	% of Order Amount	Prepopulated Accounting Code Selection Current Name	Change to:	Accounting Code - Segment Name (L APPROPRIATION (20)	OAC
☐	$ 1500.00	or 100.00 %	Office Supplies (AAC)	--Change Current Value--	5454000000000000004 *	
Unallocated Amount	$ 0.00	0.00 %				

Check All Shown | Uncheck All Shown

Remove | Set All to Default Accounting Code | Reset All Allocations

Add 1 Additional Allocation(s)

Note: Rows marked for removal are added to the Unallocated Amount value.

Comments

Return to top | Go to Save

The Comments section provides user-defined text area(s) that can be used for comments associated to the order.

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Client-specific Name

Match Tolerance

Return to top | Go to Save

The order record contains no check for tolerance on both Amount and Percent. Therefore the match tolerance will be no check for tolerance.

Save and Create Order

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Order Maintenance

Maintain Order

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Create Order | Manage Orders | Card Acct List | Trans List

Request has been successfully completed.

Order Number:	0000103753	Order Date:	04/24/2007	Order Status:	Open
Order Amount:	1500.00	Tax Amount:	0.00	Freight Amount:	0.00
Merchant:	DOD EMALL	Usage Code:		Order Source:	ch1purchase
Billed Amount:	0.00	Variance %:	100.00%	% Fulfilled :	0.00%
Trans. Matched:	0	Last Match:		Receipt Status:	Not Received

Order # not unique

Order Details | Matched Transactions

Use the Order Details tab to edit user-entered order data prior to automatic and/or manual matches to transactions. You may also change the order status, for example, to suspend/unsuspend or cancel the order.

* = required Copy to Create New Order

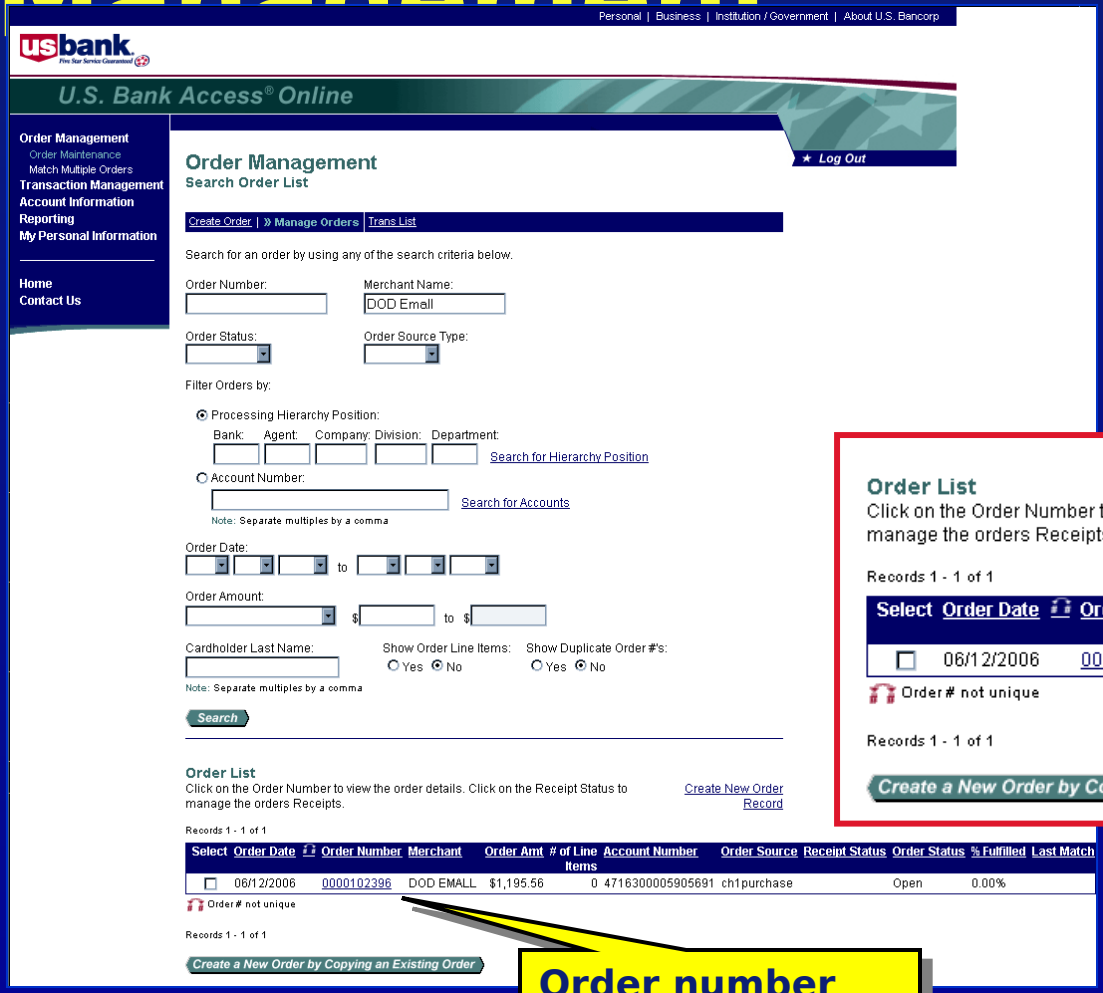
[+] **Order Information** Return to top | Go to Save

[+] **Line Items** Return to top | Go to Save

[+] **Allocations** Return to top | Go to Save

[+] **Comments** Return to top | Go to Save

Matching in Order Management


Personal | Business | Institution / Government | About U.S. Bancorp
usbank
U.S. Bank Access® Online
Log Out
Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information
Home
Contact Us
Order Management
Search Order List
Create Order | » Manage Orders | Trans List
Search for an order by using any of the search criteria below.
Order Number:
Merchant Name:
DOD Emall
Order Status:
Order Source Type:
Filter Orders by:
Processing Hierarchy Position:
Bank: Agent: Company: Division: Department:
Search for Hierarchy Position
Account Number:
Search for Accounts
Note: Separate multiples by a comma
Order Date:
Order Amount:
Cardholder Last Name:
Show Order Line Items: Yes No
Show Duplicate Order #'s: Yes No
Note: Separate multiples by a comma
Search
Order List
Click on the Order Number to view the order details. Click on the Receipt Status to manage the orders Receipts.
Create New Order Record
Records 1 - 1 of 1
Select Order Date Order Number Merchant Order Amt # of Line Items Account Number Order Source Receipt Status Order Status % Fulfilled Last Match
06/12/2006 0000102396 DOD EMALL $1,195.56 0 4716300005905691 ch1purchase Open 0.00%
Order# not unique
Records 1 - 1 of 1
Create a New Order by Copying an Existing Order

Order List
Click on the Order Number to view the order details. Click on the Receipt Status to manage the orders Receipts.
Records 1 - 1 of 1
Select Order Date Order Number Merchant Order Amt # of Line Items Account N
06/12/2006 0000102396 DOD EMALL $1,195.56 0 47163000
Order# not unique
Records 1 - 1 of 1
Create a New Order by Copying an Existing Order

Order number link

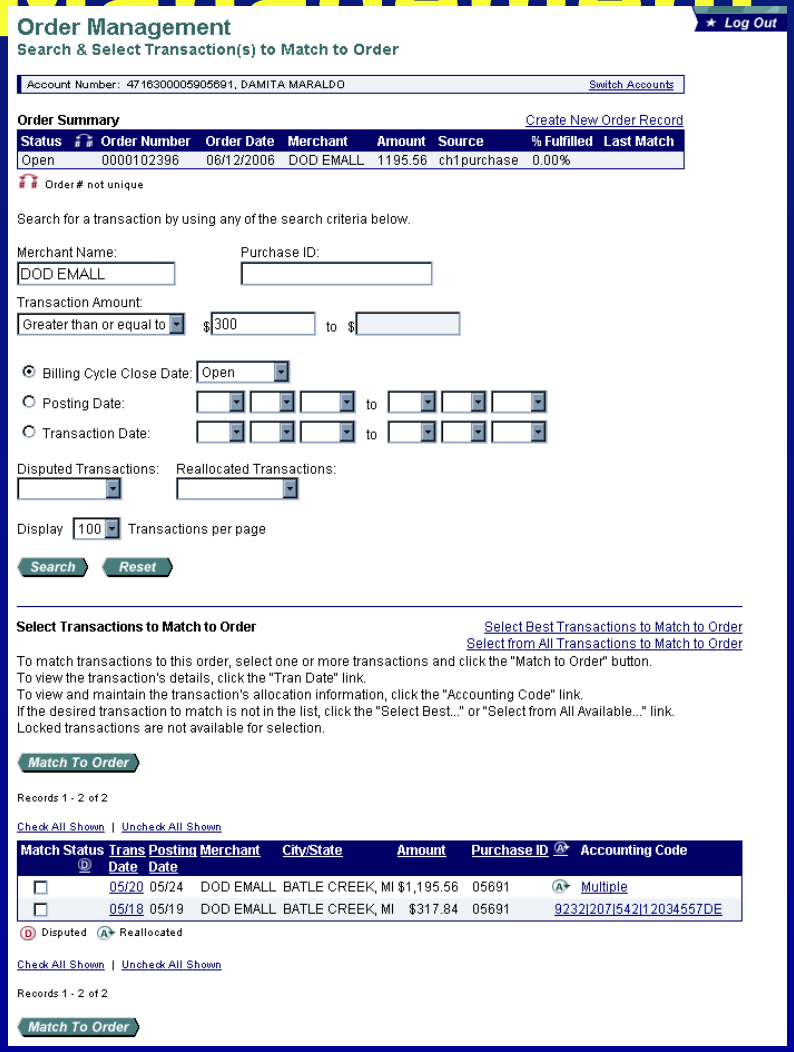
Order Management

Matching in Order Management

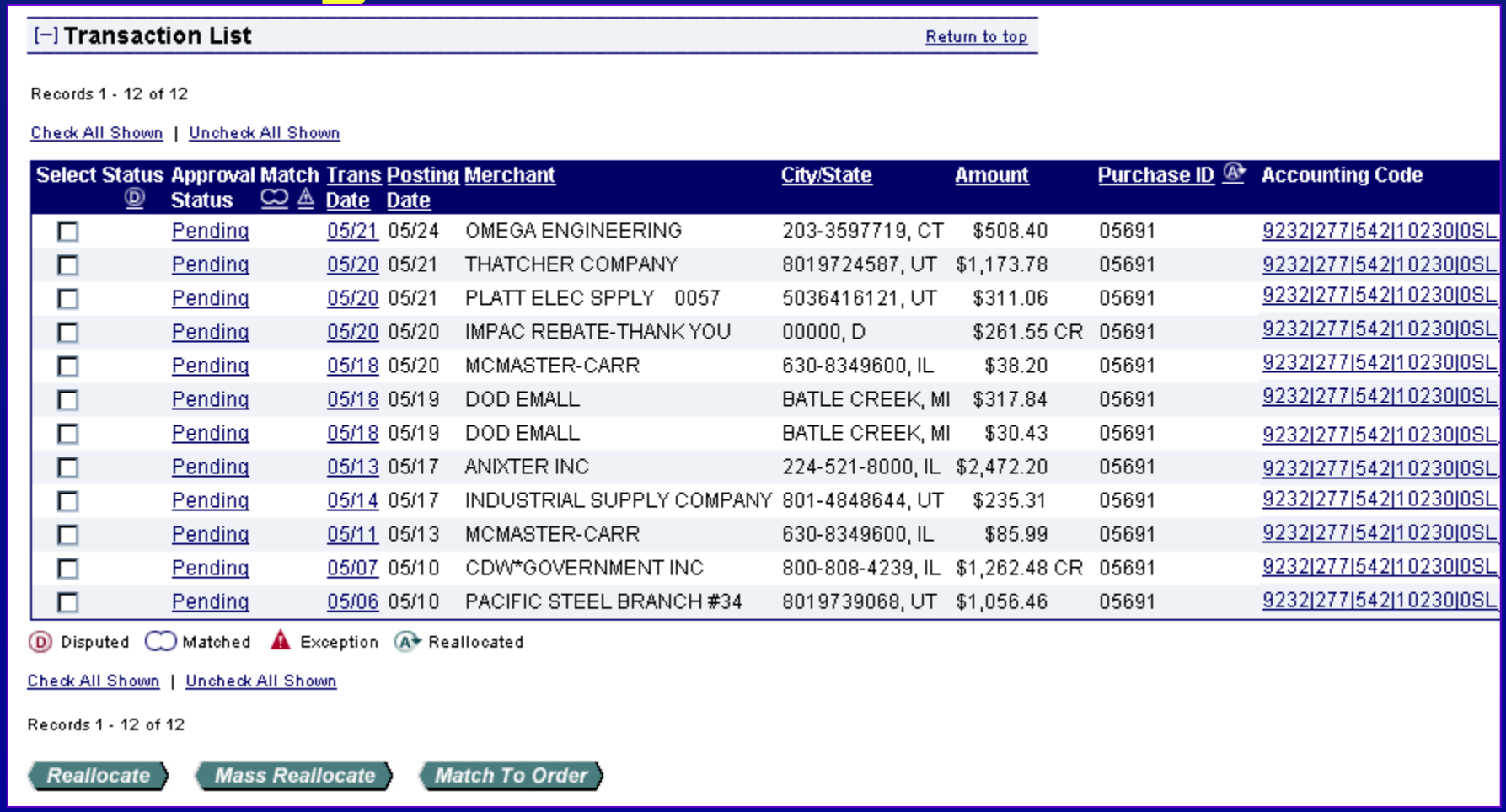
Order Maintenance
Maintain Order
Account Number: 4716300005905691, DAMITA MARALDO
Switch Accounts
Create Order | Manage Orders | Trans List
Order Number: 0000102396
Order Date: 06/12/2006
Order Status: Open
Order Amount: 1195.56
Tax Amount: 0.00
Freight Amount: 0.00
Merchant: DOD EMALL
Usage Code:
Order Source: ch1purchase
Billed Amount: 0.00
Variance %: 100.00%
% Fulfilled : 0.00%
Trans. Matched: 0
Last Match:
Receipt Status: Not Received
Order# not unique
Order Details
Matched Transactions
The Matched Transactions tab provides information on the results of a match, including the list of transactions associated to the order.
Order-Transaction Match Summary
Match to Transactions
This order is currently not matched to any transactions. To match it to transaction(s), click the "Match to Transactions" link.
Order Amount: 1195.56
Billed Amount: 0.00
Variance Amount: 1195.56
% Fulfilled: 0.00%
# of Transactions Matched: 0
Variance Percent: 100.00%
Print Order

Match to Transactions link

Matching in Order Management



Matching in Transaction Management



[−] Transaction List — Return to top

Records 1 - 12 of 12

Check All Shown | Uncheck All Shown

Select	Status	Approval Status	Match	Trans Date	Posting Date	Merchant	City/State	Amount	Purchase ID	Accounting Code
☐		Pending		05/21	05/24	OMEGA ENGINEERING	203-3597719, CT	$508.40	05691	9232|277|542|10230|0SL
☐		Pending		05/20	05/21	THATCHER COMPANY	8019724587, UT	$1,173.78	05691	9232|277|542|10230|0SL
☐		Pending		05/20	05/21	PLATT ELEC SPPLY 0057	5036416121, UT	$311.06	05691	9232|277|542|10230|0SL
☐		Pending		05/20	05/20	IMPAC REBATE-THANK YOU	00000, D	$261.55 CR	05691	9232|277|542|10230|0SL
☐		Pending		05/18	05/20	MCMASTER-CARR	630-8349600, IL	$38.20	05691	9232|277|542|10230|0SL
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$317.84	05691	9232|277|542|10230|0SL
☐		Pending		05/18	05/19	DOD EMALL	BATLE CREEK, MI	$30.43	05691	9232|277|542|10230|0SL
☐		Pending		05/13	05/17	ANIXTER INC	224-521-8000, IL	$2,472.20	05691	9232|277|542|10230|0SL
☐		Pending		05/14	05/17	INDUSTRIAL SUPPLY COMPANY	801-4848644, UT	$235.31	05691	9232|277|542|10230|0SL
☐		Pending		05/11	05/13	MCMASTER-CARR	630-8349600, IL	$85.99	05691	9232|277|542|10230|0SL
☐		Pending		05/07	05/10	CDW*GOVERNMENT INC	800-808-4239, IL	$1,262.48 CR	05691	9232|277|542|10230|0SL
☐		Pending		05/06	05/10	PACIFIC STEEL BRANCH #34	8019739068, UT	$1,056.46	05691	9232|277|542|10230|0SL

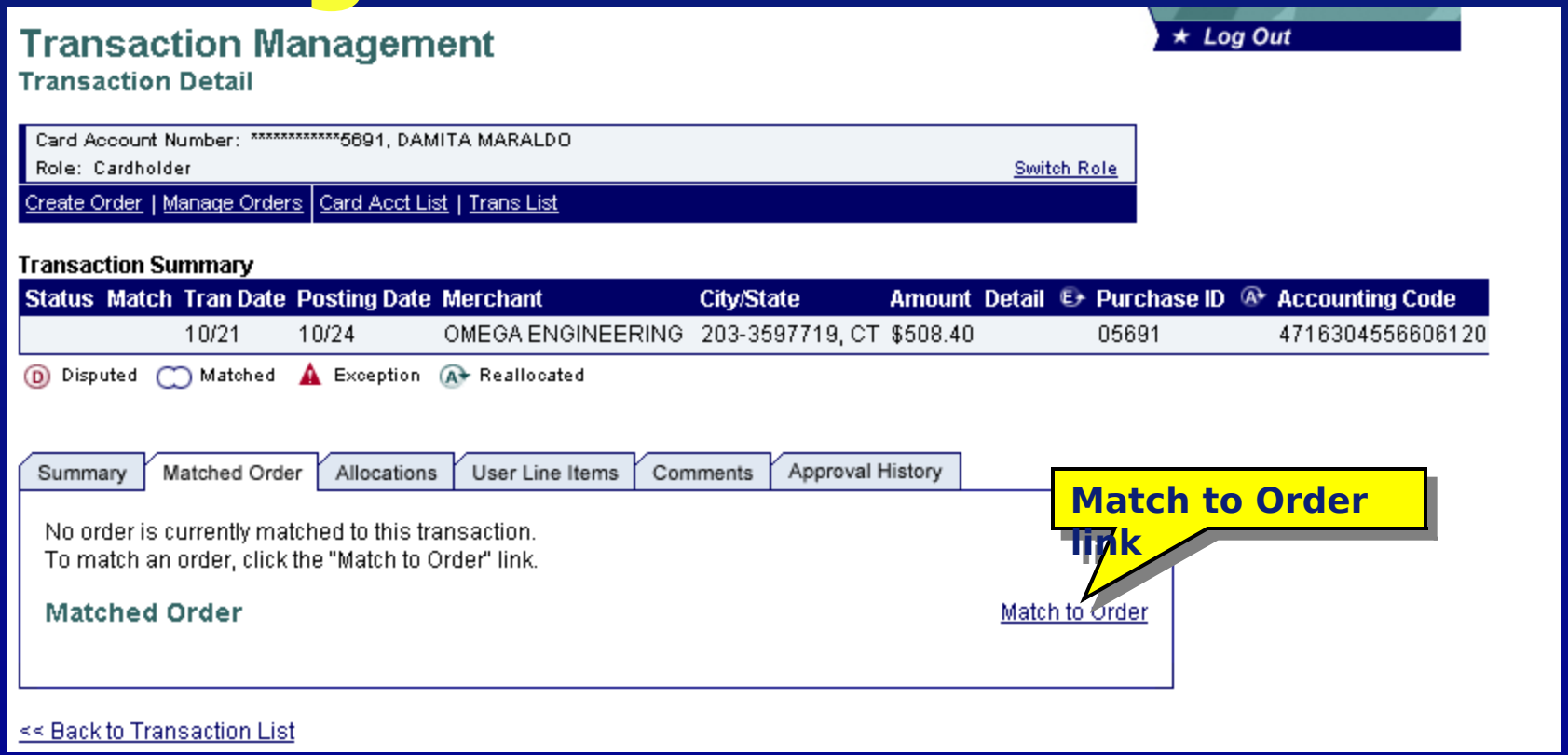
D Disputed Matched Exception A Reallocated

Check All Shown | Uncheck All Shown

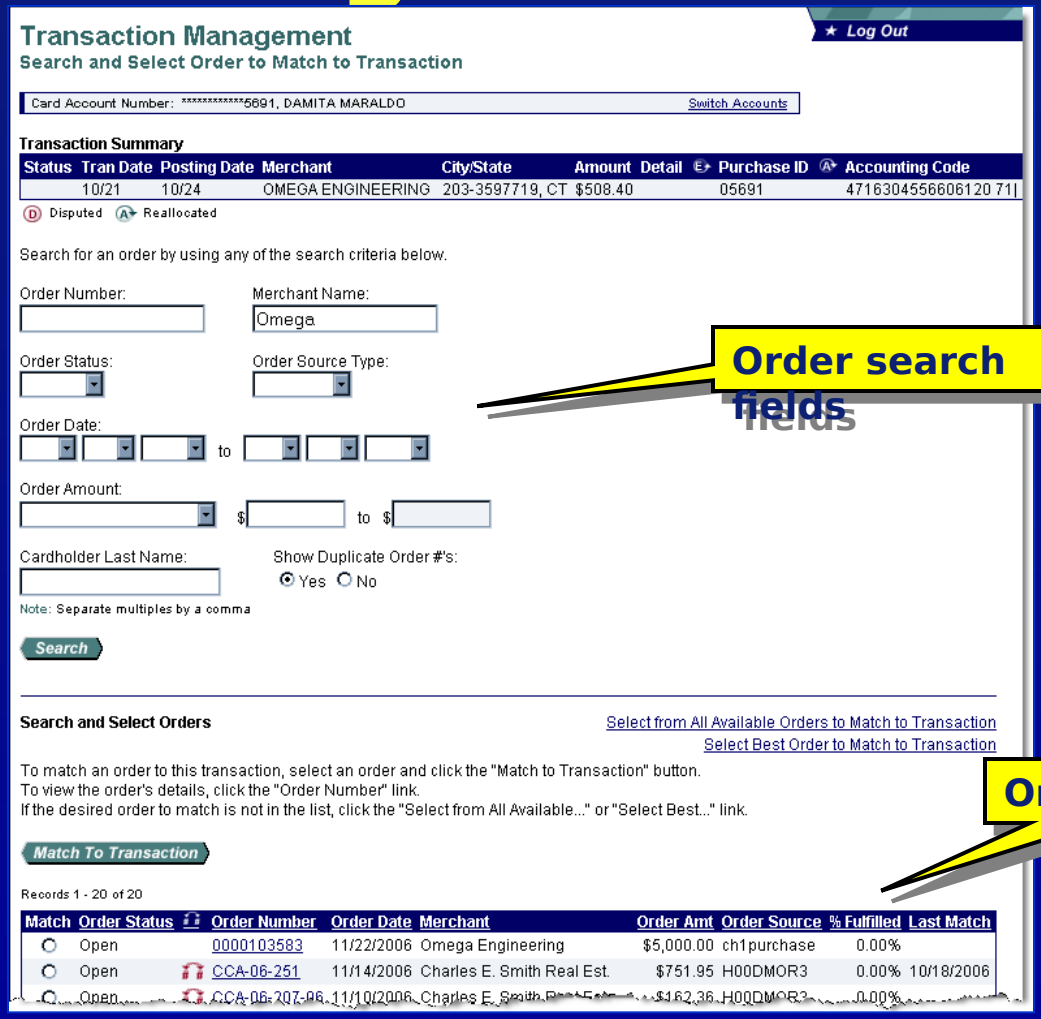
Records 1 - 12 of 12

Reallocate Mass Reallocate Match To Order

Matching in Transaction Management


Transaction Management
Transaction Detail
★ Log Out
Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder
Switch Role
Create Order | Manage Orders | Card Acct List | Trans List
Transaction Summary
Status Match Tran Date Posting Date Merchant City/State Amount Detail Purchase ID Accounting Code
10/21 10/24 OMEGA ENGINEERING 203-3597719, CT $508.40 05691 4716304556606120
Disputed Matched Exception Reallocated
Summary Matched Order Allocations User Line Items Comments Approval History
No order is currently matched to this transaction.
To match an order, click the "Match to Order" link.
Matched Order
Match to Order
Match to Order link
<< Back to Transaction List

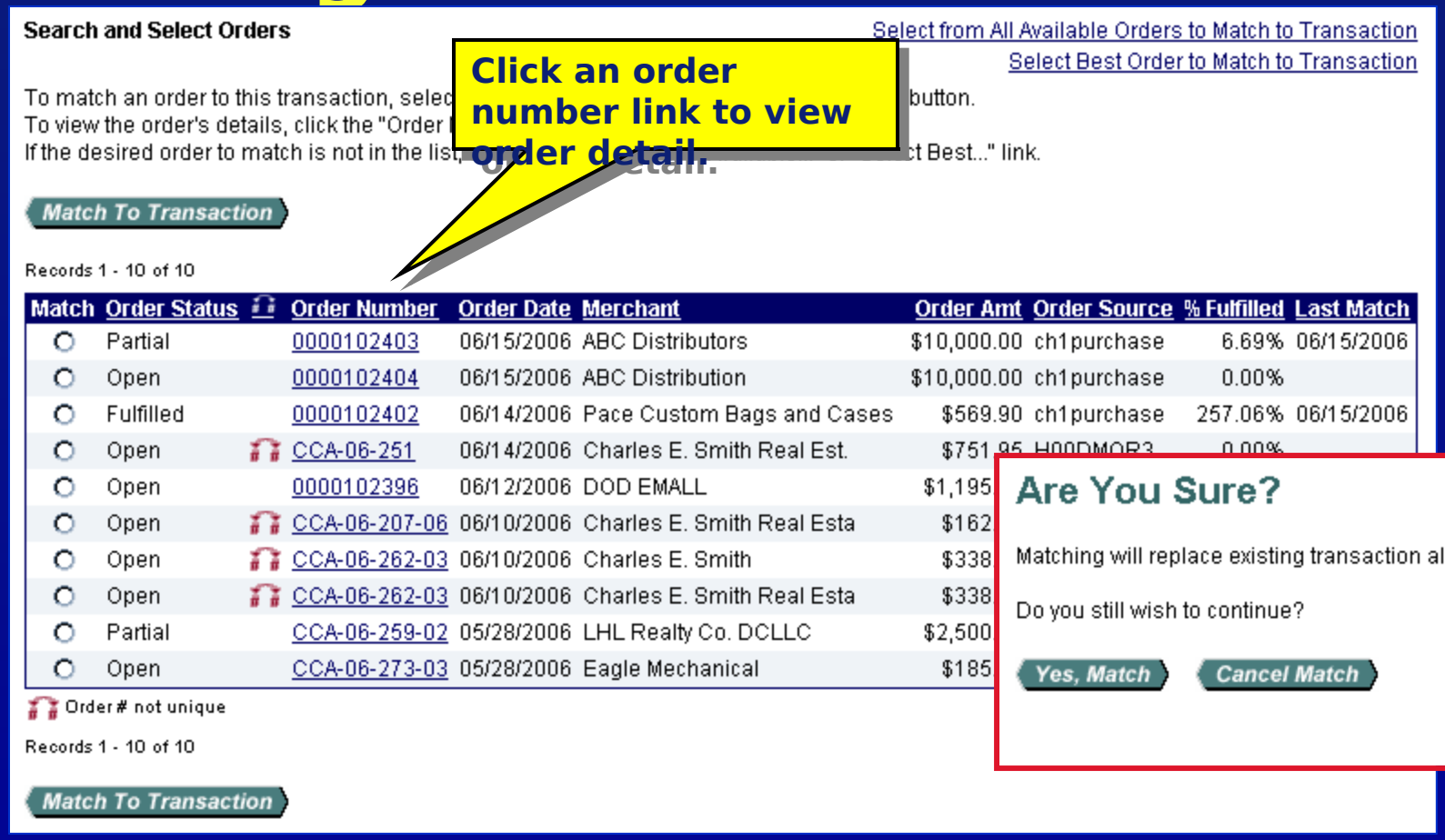
Matching in Transaction Management


Transaction Management
Search and Select Order to Match to Transaction
★ Log Out
Card Account Number: **********5691, DAMITA MARALDO
Switch Accounts
Transaction Summary
Status Tran Date Posting Date Merchant City/State Amount Detail Purchase ID Accounting Code
10/21 10/24 OMEGA ENGINEERING 203-3597719, CT $508.40 05691 47163045566061207 1
D Disputed A Reallocated
Search for an order by using any of the search criteria below.
Order Number:
Merchant Name:
Omega
Order Status:
Order Source Type:
Order Date:
to
Order Amount:
$
to $
Cardholder Last Name:
Show Duplicate Order #'s:
Yes No
Note: Separate multiples by a comma
Search
Search and Select Orders
Select from All Available Orders to Match to Transaction
Select Best Order to Match to Transaction
To match an order to this transaction, select an order and click the "Match to Transaction" button.
To view the order's details, click the "Order Number" link.
If the desired order to match is not in the list, click the "Select from All Available..." or "Select Best..." link.
Match To Transaction
Records 1 - 20 of 20
Match Order Status Order Number Order Date Merchant Order Amt Order Source % Fulfilled Last Match
Open 0000103583 11/22/2006 Omega Engineering $5,000.00 ch1purchase 0.00%
Open CCA-06-251 11/14/2006 Charles E. Smith Real Est. $751.95 H00DMOR3 0.00% 10/18/2006
Open CCA-06-207-06 11/10/2006 Charles E. Smith $162.36 H00DMOR3 0.00%

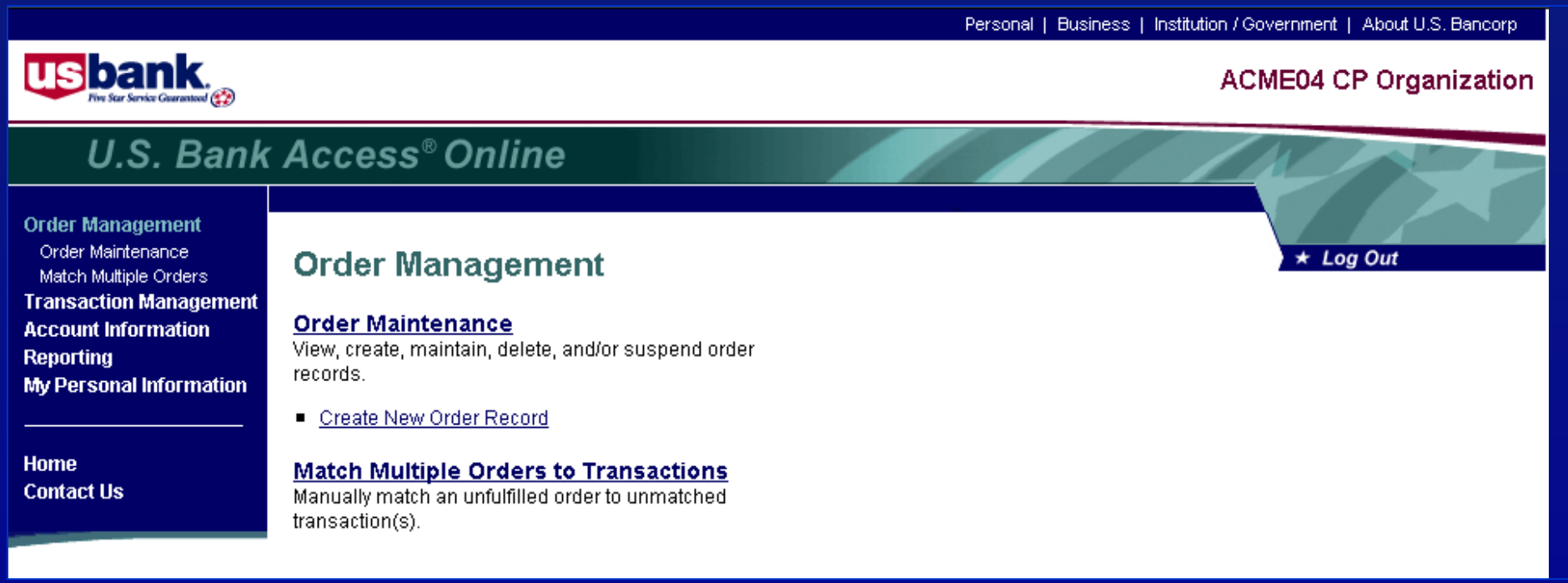
Order search fields

Order list

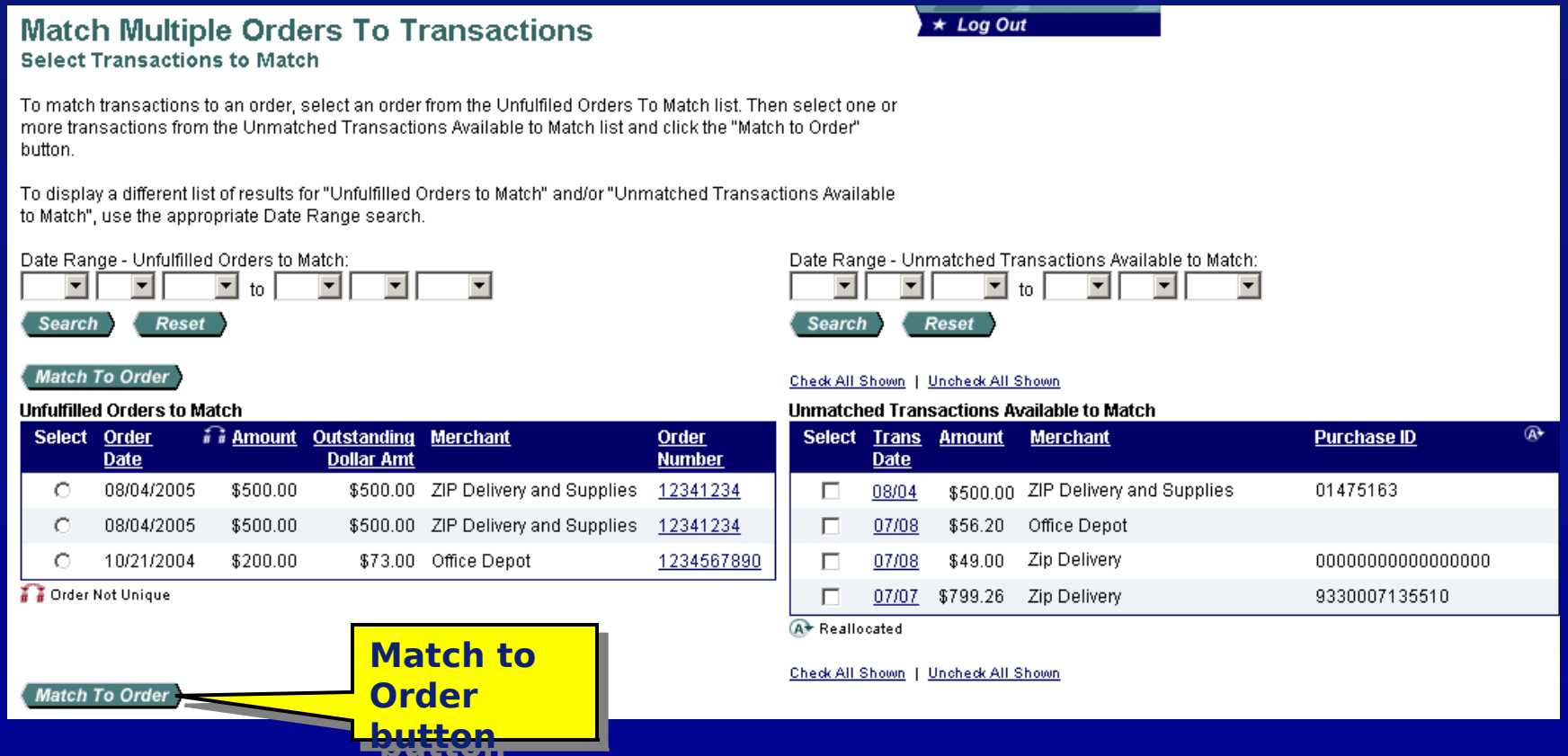
Matching in Transaction Management


Search and Select Orders
Select from All Available Orders to Match to Transaction
Select Best Order to Match to Transaction
Click an order number link to view order detail.
To match an order to this transaction, selec button.
To view the order's details, click the "Order
If the desired order to match is not in the list, ct Best..." link.
Match To Transaction
Records 1 - 10 of 10
Match | Order Status | Order Number | Order Date | Merchant | Order Amt | Order Source | % Fulfilled | Last Match
Partial | 0000102403 | 06/15/2006 | ABC Distributors | $10,000.00 | ch1purchase | 6.69% | 06/15/2006
Open | 0000102404 | 06/15/2006 | ABC Distribution | $10,000.00 | ch1purchase | 0.00%
Fulfilled | 0000102402 | 06/14/2006 | Pace Custom Bags and Cases | $569.90 | ch1purchase | 257.06% | 06/15/2006
Open | CCA-06-251 | 06/14/2006 | Charles E. Smith Real Est. | $751.95
Open | 0000102396 | 06/12/2006 | DOD EMALL | $1,195
Open | CCA-06-207-06 | 06/10/2006 | Charles E. Smith Real Esta | $162
Open | CCA-06-262-03 | 06/10/2006 | Charles E. Smith | $338
Open | CCA-06-262-03 | 06/10/2006 | Charles E. Smith Real Esta | $338
Partial | CCA-06-259-02 | 05/28/2006 | LHL Realty Co. DCLLC | $2,500
Open | CCA-06-273-03 | 05/28/2006 | Eagle Mechanical | $185
Order # not unique
Records 1 - 10 of 10
Match To Transaction
Are You Sure?
Matching will replace existing transaction allocations.
Do you still wish to continue?
Yes, Match
Cancel Match

Matching Multiple Orders and Transactions



Matching Multiple Orders and Transactions


Match Multiple Orders To Transactions
Select Transactions to Match
★ Log Out
To match transactions to an order, select an order from the Unfulfiled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.
To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.
Date Range - Unfulfilled Orders to Match:
to
Search
Reset
Match To Order
Unfulfilled Orders to Match
Select | Order Date | Amount | Outstanding Dollar Amt | Merchant | Order Number
08/04/2005 | $500.00 | $500.00 | ZIP Delivery and Supplies | 12341234
08/04/2005 | $500.00 | $500.00 | ZIP Delivery and Supplies | 12341234
10/21/2004 | $200.00 | $73.00 | Office Depot | 1234567890
Order Not Unique
Match To Order
Match to Order button
Date Range - Unmatched Transactions Available to Match:
to
Search
Reset
Check All Shown | Uncheck All Shown
Unmatched Transactions Available to Match
Select | Trans Date | Amount | Merchant | Purchase ID
08/04 | $500.00 | ZIP Delivery and Supplies | 01475163
07/08 | $56.20 | Office Depot
07/08 | $49.00 | Zip Delivery | 00000000000000000
07/07 | $799.26 | Zip Delivery | 9330007135510
Reallocated
Check All Shown | Uncheck All Shown

Click Here to Run the Match Multiple Demo

-Or-

Click Here to Skip the Match Multiple Demo

ACME04 CP Organization

U.S. Bank Access® Online

Order Management
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Message from U.S. Bank

Welcome!

You are viewing Access Online, the latest innovation in our complete set of commercial card tools. Access Online is a web-enabled program management and reporting tool offering a feature-rich platform that can be easily configured and deployed to meet the unique needs of our clients. Our clients have the ability to implement the features and functionality that best support and/or enhance their business processes.

Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.

When our clients are ready, so is Access Online.

★ Log Out

Account Activity

Select an Account

CP Organization
**********5691

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Order Management

Order Maintenance

View, create, maintain, delete, and/or suspend order records.

- Create New Order Record

Match Multiple Orders to Transactions

Manually match an unfulfilled order to unmatched transaction(s).

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Match Multiple Orders To Transactions

Select Transactions to Match

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

To match transactions to an order, select an order from the Unfulfiled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match: to

Search Reset

Match To Order

Date Range - Unmatched Transactions: to

Search Reset

Check All Shown | Uncheck All Shown

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
○	04/24/2007	$1,500.00	$1,500.00	DOD EMALL	0000103753
○	04/14/2007	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
○	04/10/2007	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
○	04/10/2007	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
○	04/10/2007	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
○	04/05/2007	$349.26	$349.26	Platt Electric Supply 0057	0000102366
○	03/28/2007	$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
○	03/28/2007	$185.00	$185.00	Eagle Mechanical	CCA-06-273-03
○	03/20/2007	$1,195.56	$1,195.56	DOD EMALL	0000102375

Unmatched Transactions Available to

Note: Locked Transactions are not available fo

Select	Trans Date	Amount	Mer
☐	03/21	$508.40	OME
☐	03/21	$1,159.00	COM
☐	03/21	$269.40	PAC
☐	03/20	$1,195.56	DOD
☐	03/20	$311.06	PLA
☐	03/20	$38.20	PLA
☐	03/20	$1,173.78	THA
☐	03/18	$30.43	DOD
☐	03/18	$53.83	DOD

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Match Multiple Orders To Transactions

Select Transactions to Match

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

To match transactions to an order, select an order from the Unfulfiled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:
Mar 1 2007 to

Search Reset

Match To Order

Date Range - Unmatched Transactions
to

Search Reset

Check All Shown | Uncheck All Shown

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
○	04/24/2007	$1,500.00	$1,500.00	DOD EMALL	0000103753
○	04/14/2007	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
○	04/10/2007	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
○	04/10/2007	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
○	04/10/2007	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
○	04/05/2007	$349.26	$349.26	Platt Electric Supply 0057	0000102366
○	03/28/2007	$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
○	03/28/2007	$185.00	$185.00	Eagle Mechanical	CCA-06-273-03
○	03/20/2007	$1,195.56	$1,195.56	DOD EMALL	0000102375

Unmatched Transactions Available to

Note: Locked Transactions are not available fo

Select	Trans Date	Amount	Mer
☐	03/21	$508.40	OME
☐	03/21	$1,159.00	COM
☐	03/21	$269.40	PAC
☐	03/20	$1,195.56	DOD
☐	03/20	$311.06	PLA
☐	03/20	$38.20	PLA
☐	03/20	$1,173.78	THA
☐	03/18	$30.43	DOD
☐	03/18	$53.83	DOD

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Match Multiple Orders To Transactions

Select Transactions to Match

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

To match transactions to an order, select an order from the Unfulfiled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:
Mar 1 2007 to Apr 30 2007
Search Reset

Date Range - Unmatched Transactions
to
Search Reset

Match To Order

Check All Shown | Uncheck All Shown

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
○	04/24/2007	$1,500.00	$1,500.00	DOD EMALL	0000103753
○	04/14/2007	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
○	04/10/2007	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
○	04/10/2007	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
○	04/10/2007	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
○	04/05/2007	$349.26	$349.26	Platt Electric Supply 0057	0000102366
○	03/28/2007	$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
○	03/28/2007	$185.00	$185.00	Eagle Mechanical	CCA-06-273-03
○	03/20/2007	$1,195.56	$1,195.56	DOD EMALL	0000102375

Unmatched Transactions Available to

Note: Locked Transactions are not available fo

Select	Trans Date	Amount	Mer
☐	03/21	$508.40	OME
☐	03/21	$1,159.00	COM
☐	03/21	$269.40	PAC
☐	03/20	$1,195.56	DOD
☐	03/20	$311.06	PLA
☐	03/20	$38.20	PLA
☐	03/20	$1,173.78	THA
☐	03/18	$30.43	DOD
☐	03/18	$53.83	DOD

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Match Multiple Orders To Transactions

Select Transactions to Match

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

To match transactions to an order, select an order from the Unfulfiled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

to

Search Reset

Match To Order

Date Range - Unmatched Transactions A

to

Search Reset

Check All Shown | Uncheck All Shown

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
○	04/24/2007	$1,500.00	$1,500.00	DOD EMALL	0000103753
○	04/14/2007	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
○	04/10/2007	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
○	04/10/2007	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
○	04/10/2007	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
○	04/05/2007	$349.26	$349.26	Platt Electric Supply 0057	0000102366
○	03/28/2007	$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
○	03/28/2007	$185.00	$185.00	Eagle Mechanical	CCA-06-273-03
○	03/20/2007	$1,195.56	$1,195.56	DOD EMALL	0000102375

Unmatched Transactions Available to M

Note: Locked Transactions are not available for

Select	Trans Date	Amount	Merch
☐	03/21	$508.40	OMEC
☐	03/21	$1,159.00	COMM
☐	03/21	$269.40	PACE
☐	03/20	$1,195.56	DOD
☐	03/20	$311.06	PLAT
☐	03/20	$38.20	PLAT
☐	03/20	$1,173.78	THAT
☐	03/18	$30.43	DOD
☐	03/18	$53.83	DOD

st of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available
ropriate Date Range search.

ed Orders to Match:
to

Date Range - Unmatched Transactions Available to Match:
Mar 1 2007 to

Search Reset

Check All Shown | Uncheck All Shown

Unmatched Transactions Available to Match

Note: Locked Transactions are not available for selection

Match

	Amount	Outstanding Dollar Amt	Merchant	Order Number
	$1,500.00	$1,500.00	DOD EMALL	0000103753
	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
	$349.26	$349.26	Platt Electric Supply 0057	0000102366
	$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
	$185.00	$185.00	Eagle Mechanical	CCA-06-273-03
	$1,195.56	$1,195.56	DOD EMALL	0000102375
	$978.71	$978.71	DOD EMALL	0000102374
	$124.19	$85.99	McMaster-Carr	0000102372

Select	Trans Date	Amount		Merchant	Purchase ID
☐	03/21	$508.40		OMEGA ENGINEERING	05691
☐	03/21	$1,159.00		COMMUNICATIONS APPLIED TE	05691
☐	03/21	$269.40		PACE CUSTOM CASES & BAGS	05691
☐	03/20	$1,195.56		DOD EMALL	05691
☐	03/20	$311.06		PLATT ELEC SPPLY 0057	05691
☐	03/20	$38.20		PLATT ELEC SPPLY 0057	05691
☐	03/20	$1,173.78		THATCHER COMPANY	05691
☐	03/18	$30.43		DOD EMALL	05691
☐	03/18	$53.83		DOD EMALL	05691
☐	03/18	$317.84		DOD EMALL	05691
☐	03/18	$295.49		DOD EMALL	05691
☐	03/18	$96.12		DOD EMALL	05691
☐	03/18	$185.00		DOD EMALL	05691
☐	03/14	$235.31		INDUSTRIAL SUPPLY COMPANY	05691
☐	03/13	$2,472.20		ANIXTER INC	05691
☐	03/11	$85.99		MCMASTER-CARR	05691
☐	03/07	$1,262.48	CR	CDW*GOVERNMENT INC	05691
☐	03/06	$1,056.46		PACIFIC STEEL BRANCH #34	05691
☐	02/27	$129.99		UTAH COMMERCIAL SUPPLY IN	05691
☐	02/23	$239.92	CR	DOD EMALL	05691
☐	02/22	$11.94	CR	WALMART.COM *INTERNET O	05691

st of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available
ropriate Date Range search.

ed Orders to Match:
to

Date Range - Unmatched Transactions Available to Match:
Mar 1 2007 to Apr 30 2007

Search Reset

Check All Shown | Uncheck All Shown

Unmatched Transactions Available to Match

Note: Locked Transactions are not available for selection

Match

	Amount	Outstanding Dollar Amt	Merchant	Order Number
	$1,500.00	$1,500.00	DOD EMALL	0000103753
	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
	$349.26	$349.26	Platt Electric Supply 0057	0000102366
	$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
	$185.00	$185.00	Eagle Mechanical	CCA-06-273-03
	$1,195.56	$1,195.56	DOD EMALL	0000102375
	$978.71	$978.71	DOD EMALL	0000102374
	$124.19	$85.99	McMaster-Carr	0000102372

Select	Trans Date	Amount		Merchant	Purchase ID
☐	03/21	$508.40		OMEGA ENGINEERING	05691
☐	03/21	$1,159.00		COMMUNICATIONS APPLIED TE	05691
☐	03/21	$269.40		PACE CUSTOM CASES & BAGS	05691
☐	03/20	$1,195.56		DOD EMALL	05691
☐	03/20	$311.06		PLATT ELEC SPPLY 0057	05691
☐	03/20	$38.20		PLATT ELEC SPPLY 0057	05691
☐	03/20	$1,173.78		THATCHER COMPANY	05691
☐	03/18	$30.43		DOD EMALL	05691
☐	03/18	$53.83		DOD EMALL	05691
☐	03/18	$317.84		DOD EMALL	05691
☐	03/18	$295.49		DOD EMALL	05691
☐	03/18	$96.12		DOD EMALL	05691
☐	03/18	$185.00		DOD EMALL	05691
☐	03/14	$235.31		INDUSTRIAL SUPPLY COMPANY	05691
☐	03/13	$2,472.20		ANIXTER INC	05691
☐	03/11	$85.99		MCMASTER-CARR	05691
☐	03/07	$1,262.48	CR	CDW*GOVERNMENT INC	05691
☐	03/06	$1,056.46		PACIFIC STEEL BRANCH #34	05691
☐	02/27	$129.99		UTAH COMMERCIAL SUPPLY IN	05691
☐	02/23	$239.92	CR	DOD EMALL	05691
☐	02/22	$11.94	CR	WAL MART COM *INTERNET O	05691

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

to

Search Reset

Match To Order

Date Range - Unmatched Transactions Available to Match:

to

Search Reset

Check All Shown | Uncheck All Shown

Unfulfilled Orders to Match

Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
○	04/24/2007	$1,500.00	$1,500.00	DOD EMALL	0000103753
○	04/14/2007	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
○	04/10/2007	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
○	04/10/2007	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
○	04/10/2007	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
○	04/05/2007	$349.26	$349.26	Platt Electric Supply 0057	0000102366
○	03/28/2007	$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
○	03/28/2007	$185.00	$185.00	Eagle Mechanical	CCA-06-273-03
○	03/20/2007	$1,195.56	$1,195.56	DOD EMALL	0000102375
○	03/18/2007	$978.71	$978.71	DOD EMALL	0000102374
○	03/07/2007	$124.19	$85.99	McMaster-Carr	0000102372

Order Not Unique

Unmatched Transactions Available to Match

Note: Locked Transactions are not available for selection

Select	Trans Date	Amount		Merchant
☐	03/21	$508.40		OMEGA ENGINEERING
☐	03/21	$1,159.00		COMMUNICATIONS APPLIED TE
☐	03/21	$269.40		PACE CUSTOM CASES & BAGS
☐	03/20	$1,195.56		DOD EMALL
☐	03/20	$311.06		PLATT ELEC SPPLY 0057
☐	03/20	$38.20		PLATT ELEC SPPLY 0057
☐	03/20	$1,173.78		THATCHER COMPANY
☐	03/18	$30.43		DOD EMALL
☐	03/18	$53.83		DOD EMALL
☐	03/18	$317.84		DOD EMALL
☐	03/18	$295.49		DOD EMALL
☐	03/18	$96.12		DOD EMALL
☐	03/18	$185.00		DOD EMALL
☐	03/14	$235.31		INDUSTRIAL SUPPLY COMPANY
☐	03/13	$2,472.20		ANIXTER INC
☐	03/11	$85.99		MCMASTER-CARR
☐	03/07	$1,262.48	CR	CDW*GOVERNMENT INC
☐	03/06	$1,056.46		PACIFIC STEEL BRANCH #34

Reallocated

Check All Shown | Uncheck All Shown

Match To Order

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

to

Search Reset

Match To Order

Date Range - Unmatched Transactions Available to Match:

to

Search Reset

Check All Shown | Uncheck All Shown

Unfulfilled Orders to Match

Select	Order Date		Amount	Outstanding Dollar Amt	Merchant	Order Number
○	04/24/2007		$1,500.00	$1,500.00	DOD EMALL	0000103753
○	04/14/2007	🎧	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
○	04/10/2007	🎧	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
○	04/10/2007	🎧	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
○	04/10/2007	🎧	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
○	04/05/2007		$349.26	$349.26	Platt Electric Supply 0057	0000102366
○	03/28/2007		$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
○	03/28/2007		$185.00	$185.00	Eagle Mechanical	CCA-06-273-03
○	03/20/2007		$1,195.56	$1,195.56	DOD EMALL	0000102375
○	03/18/2007		$978.71	$978.71	DOD EMALL	0000102374
◉	03/07/2007		$124.19	$85.99	McMaster-Carr	0000102372

🎧 Order Not Unique

Unmatched Transactions Available to Match

Note: Locked Transactions are not available for selection

Select	Trans Date	Amount		Merchant
☐	03/21	$508.40		OMEGA ENGINEERING
☐	03/21	$1,159.00		COMMUNICATIONS APPLIED TE
☐	03/21	$269.40		PACE CUSTOM CASES & BAGS
☐	03/20	$1,195.56		DOD EMALL
☐	03/20	$311.06		PLATT ELEC SPPLY 0057
☐	03/20	$38.20		PLATT ELEC SPPLY 0057
☐	03/20	$1,173.78		THATCHER COMPANY
☐	03/18	$30.43		DOD EMALL
☐	03/18	$53.83		DOD EMALL
☐	03/18	$317.84		DOD EMALL
☐	03/18	$295.49		DOD EMALL
☐	03/18	$96.12		DOD EMALL
☐	03/18	$185.00		DOD EMALL
☐	03/14	$235.31		INDUSTRIAL SUPPLY COMPANY
☐	03/13	$2,472.20		ANIXTER INC
☐	03/11	$85.99		MCMASTER-CARR
☐	03/07	$1,262.48	CR	CDW*GOVERNMENT INC
☐	03/06	$1,056.46		PACIFIC STEEL BRANCH #34

Ⓐ Reallocated

Check All Shown | Uncheck All Shown

Match To Order

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match:

to

Search Reset

Match To Order

Date Range - Unmatched Transactions Available to Match:

to

Search Reset

Check All Shown | Uncheck All Shown

Unfulfilled Orders to Match

Select	Order Date		Amount	Outstanding Dollar Amt	Merchant	Order Number
○	04/24/2007		$1,500.00	$1,500.00	DOD EMALL	0000103753
○	04/14/2007	🎧	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
○	04/10/2007	🎧	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
○	04/10/2007	🎧	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
○	04/10/2007	🎧	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
○	04/05/2007		$349.26	$349.26	Platt Electric Supply 0057	0000102366
○	03/28/2007		$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02
○	03/28/2007		$185.00	$185.00	Eagle Mechanical	CCA-06-273-03
○	03/20/2007		$1,195.56	$1,195.56	DOD EMALL	0000102375
○	03/18/2007		$978.71	$978.71	DOD EMALL	0000102374
◉	03/07/2007		$124.19	$85.99	McMaster-Carr	0000102372

🎧 Order Not Unique

Unmatched Transactions Available to Match

Note: Locked Transactions are not available for selection

Select	Trans Date	Amount		Merchant
☐	03/21	$508.40		OMEGA ENGINEERING
☐	03/21	$1,159.00		COMMUNICATIONS APPLIED TE
☐	03/21	$269.40		PACE CUSTOM CASES & BAGS
☐	03/20	$1,195.56		DOD EMALL
☐	03/20	$311.06		PLATT ELEC SPPLY 0057
☐	03/20	$38.20		PLATT ELEC SPPLY 0057
☐	03/20	$1,173.78		THATCHER COMPANY
☐	03/18	$30.43		DOD EMALL
☐	03/18	$53.83		DOD EMALL
☐	03/18	$317.84		DOD EMALL
☐	03/18	$295.49		DOD EMALL
☐	03/18	$96.12		DOD EMALL
☐	03/18	$185.00		DOD EMALL
☐	03/14	$235.31		INDUSTRIAL SUPPLY COMPANY
☐	03/13	$2,472.20		ANIXTER INC
☑	03/11	$85.99		MCMASTER-CARR
☐	03/07	$1,262.48	CR	CDW*GOVERNMENT INC
☐	03/06	$1,056.46		PACIFIC STEEL BRANCH #34

Ⓐ Reallocated

Check All Shown | Uncheck All Shown

Match To Order

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ACME04 CP Organization

U.S. Bank Access® Online

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

★ Log Out

Are You Sure?

Matching will replace existing transaction allocations.

Do you still wish to continue?

Yes, Match Cancel Match

Order Management
Order Maintenance
Match Multiple Orders
Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us

Match Multiple Orders To Transactions

Select Transactions to Match

Card Account Number: **********5691, DAMITA MARALDO
Role: Cardholder Switch Role

Request has been successfully completed.

To match transactions to an order, select an order from the Unfulfiled Orders To Match list. Then select one or more transactions from the Unmatched Transactions Available to Match list and click the "Match to Order" button.

To display a different list of results for "Unfulfilled Orders to Match" and/or "Unmatched Transactions Available to Match", use the appropriate Date Range search.

Date Range - Unfulfilled Orders to Match: to

Search Reset

Date Range - Unmatched Transactions to

Search Reset

Match To Order

Check All Shown | Uncheck All Shown

Unfulfilled Orders to Match

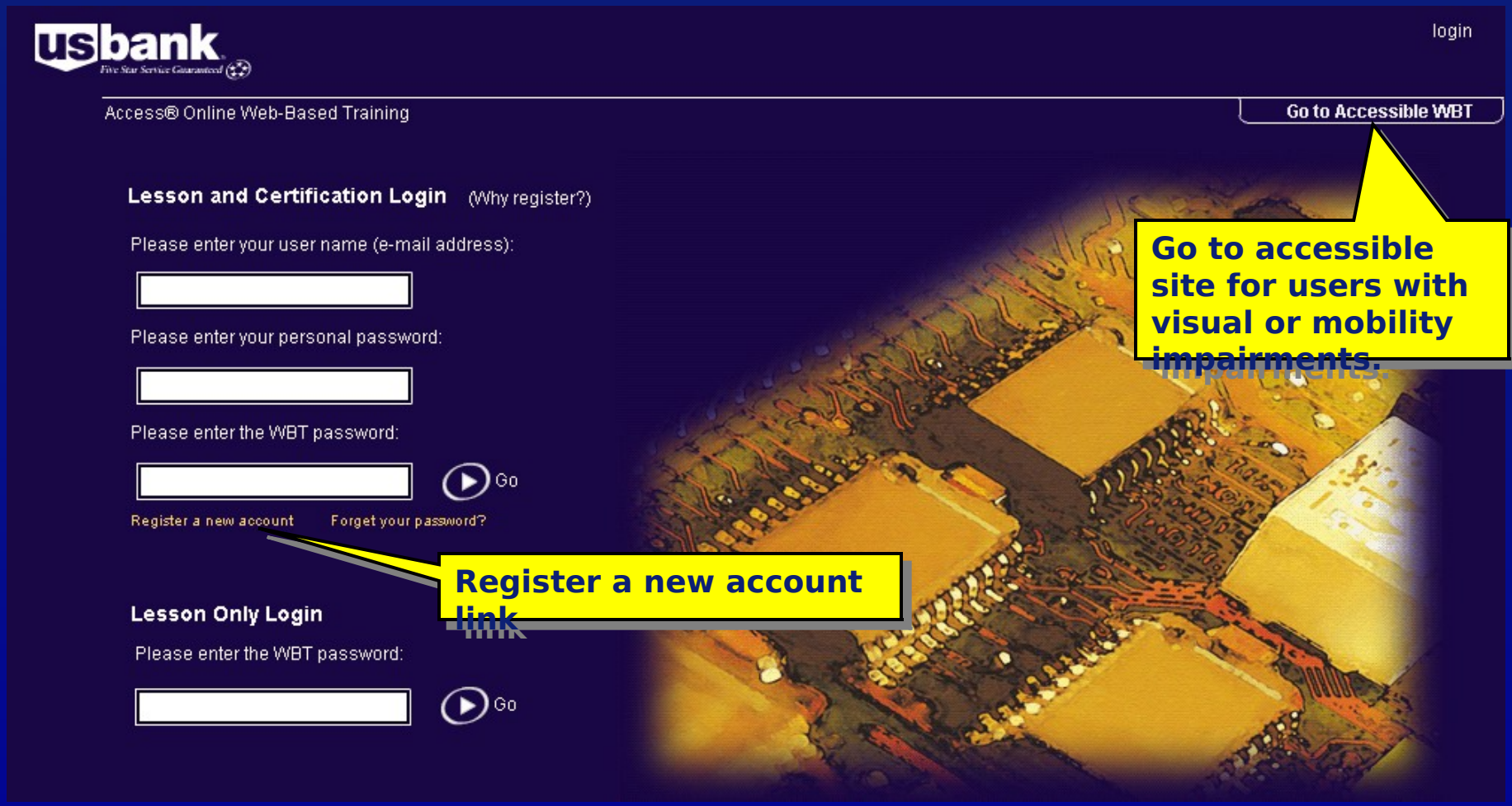
Select	Order Date	Amount	Outstanding Dollar Amt	Merchant	Order Number
○	04/24/2007	$1,500.00	$1,500.00	DOD EMALL	0000103753
○	04/14/2007	$751.95	$751.95	Charles E. Smith Real Est.	CCA-06-251
○	04/10/2007	$162.36	$162.36	Charles E. Smith Real Esta	CCA-06-207-06
○	04/10/2007	$338.25	$338.25	Charles E. Smith	CCA-06-262-03
○	04/10/2007	$338.25	$338.25	Charles E. Smith Real Esta	CCA-06-262-03
○	04/05/2007	$349.26	$349.26	Platt Electric Supply 0057	0000102366
○	03/28/2007	$2,500.00	$2,500.00	LHL Realty Co. DCLLC	CCA-06-259-02

Unmatched Transactions Available to

Note: Locked Transactions are not available fo

Select	Trans Date	Amount	Mer
☐	03/21	$508.40	OME
☐	03/21	$1,159.00	COM
☐	03/21	$269.40	PAC
☐	03/20	$1,195.56	DOD
☐	03/20	$311.06	PLA
☐	03/20	$38.20	PLA
☐	03/20	$1,173.78	THA

Web-Based Training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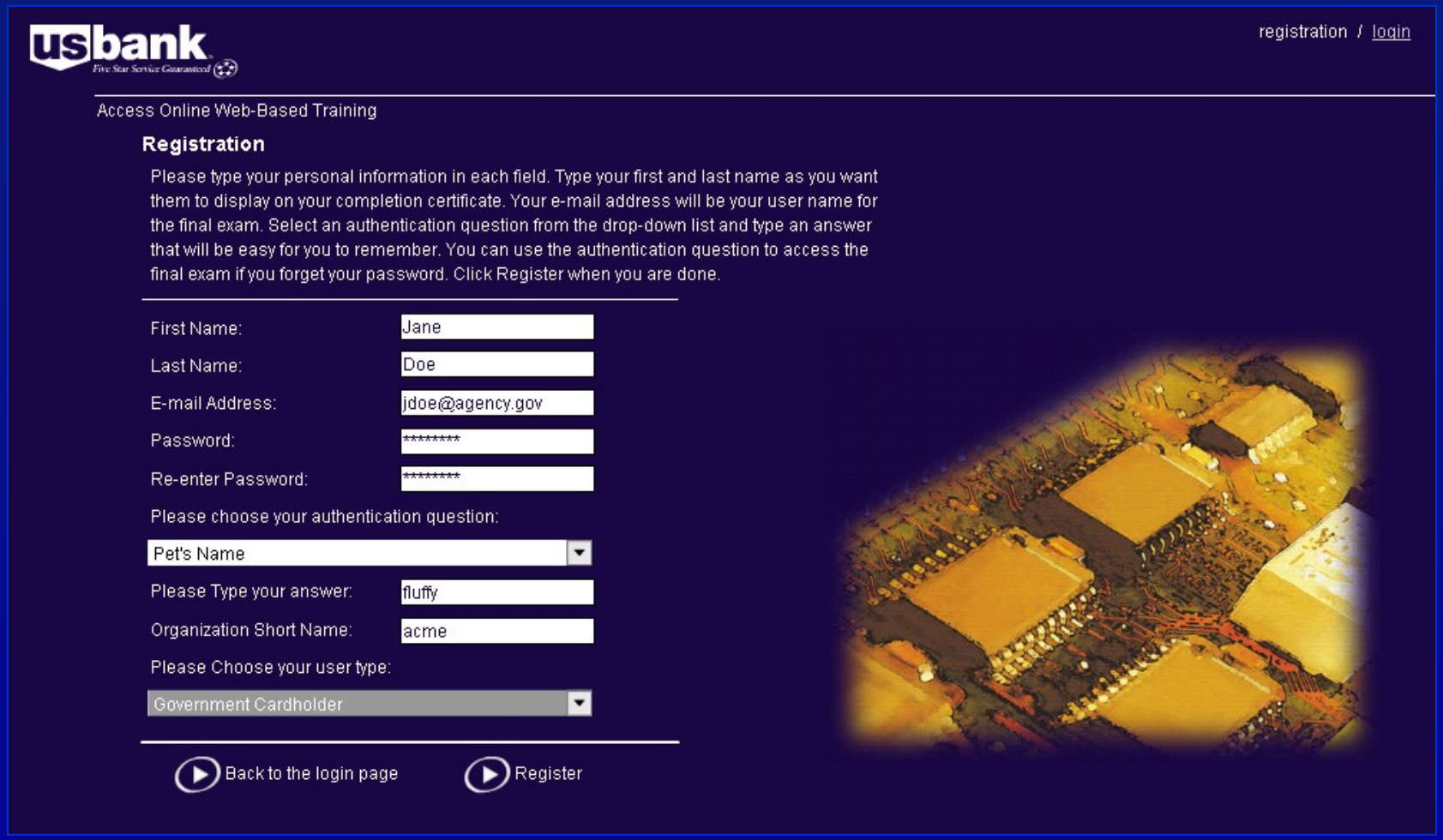
Five Star Service Guaranteed
login
Access® Online Web-Based Training
Go to Accessible WBT
Lesson and Certification Login (Why register?)
Please enter your user name (e-mail address):
Please enter your personal password:
Please enter the WBT password:
Go
Register a new account
Forget your password?
Lesson Only Login
Please enter the WBT password:
Go
Go to accessible site for users with visual or mobility impairments.
Register a new account link

https://wbt.access.usbank.com

Web-Based Training


usbank
Five Star Service Guaranteed
registration / login
Access Online Web-Based Training
Registration
Please type your personal information in each field. Type your first and last name as you want them to display on your completion certificate. Your e-mail address will be your user name for the final exam. Select an authentication question from the drop-down list and type an answer that will be easy for you to remember. You can use the authentication question to access the final exam if you forget your password. Click Register when you are done.
First Name:
Jane
Last Name:
Doe
E-mail Address:
jdoe@agency.gov
Password:
****
Re-enter Password:
****
Please choose your authentication question:
Pet's Name
Please Type your answer:
fluffy
Organization Short Name:
acme
Please Choose your user type:
Government Cardholder
Back to the login page
Register

https://wbt.access.usbank.com

Web-Based Training

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main menu / loc
Access Online Web-Based Training
Go to the lesson modules
Go to the certification exam
Print certificate
Update personal information New!
Click the Go to the certification exam link if you have reviewed all the lessons you need to and are ready to assess your learning by taking the certification exam.
Click this link to access lesson content, including procedures, self-evaluation questions, user guides, quick references, and simulations.
Click this link to access the final certification exam (not the same as the lesson self-evaluation questions).
Mouse over an option for more information.

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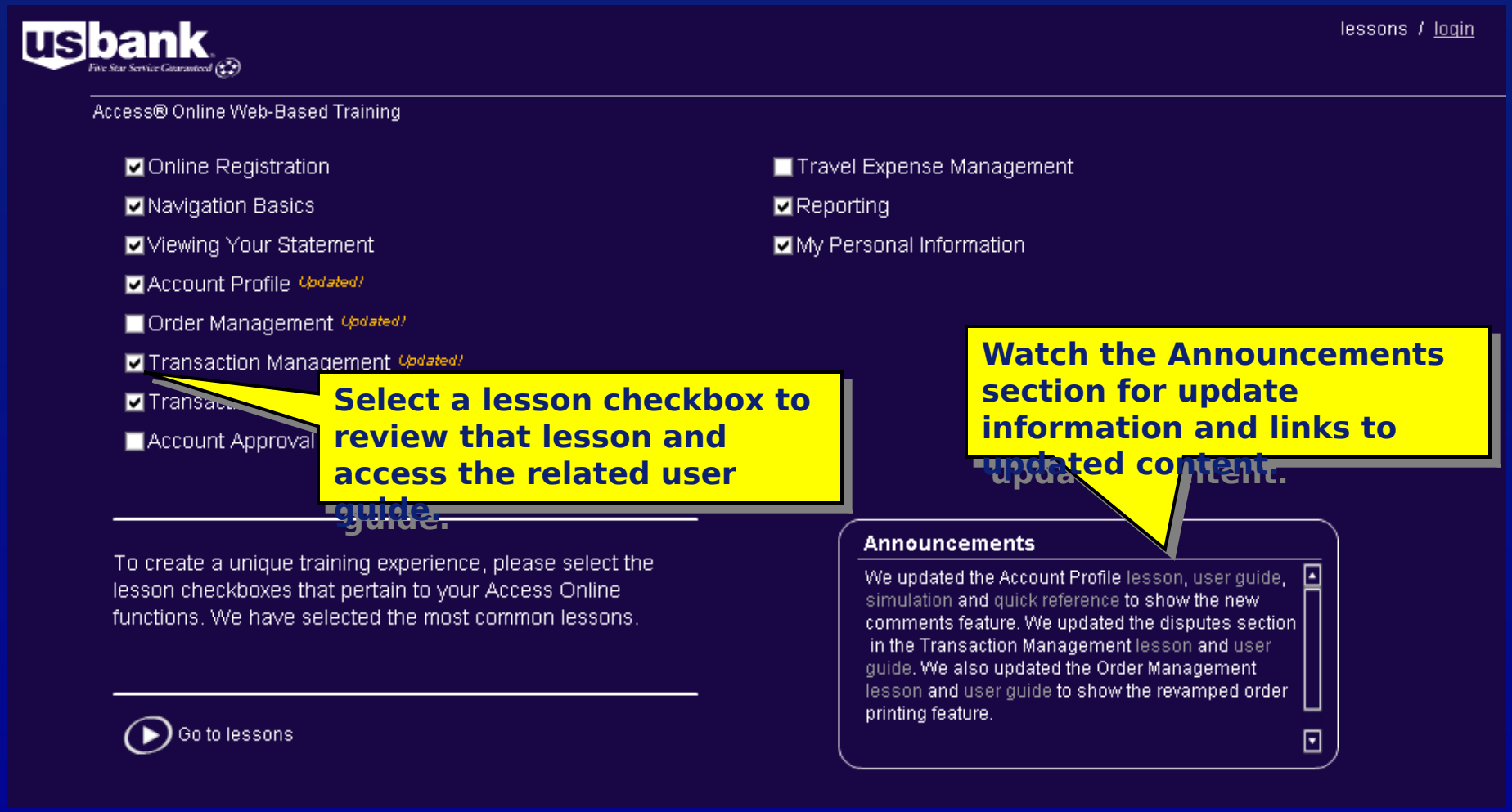
usbank
Five Star Service Guaranteed
lessons / login
Access® Online Web-Based Training
Online Registration
Navigation Basics
Viewing Your Statement
Account Profile Updated!
Order Management Updated!
Transaction Management Updated!
Account Approval
Travel Expense Management
Reporting
My Personal Information
Select a lesson checkbox to review that lesson and access the related user guide.
Watch the Announcements section for update information and links to updated content.
To create a unique training experience, please select the lesson checkboxes that pertain to your Access Online functions. We have selected the most common lessons.
Go to lessons
Announcements
We updated the Account Profile lesson, user guide, simulation and quick reference to show the new comments feature. We updated the disputes section in the Transaction Management lesson and user guide. We also updated the Order Management lesson and user guide to show the revamped order printing feature.

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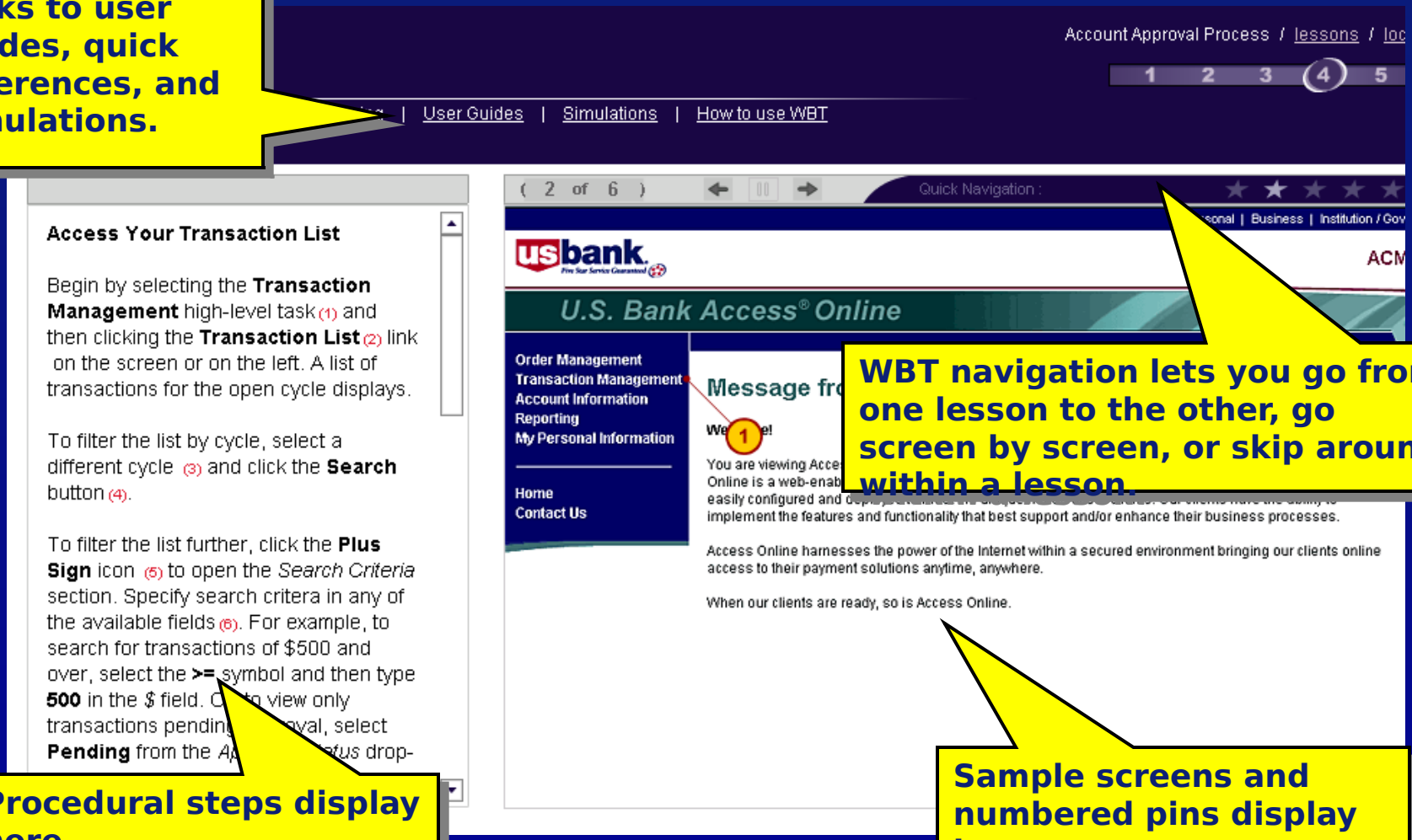
Web-Based Training

Links to user guides, quick references, and simulations.


Account Approval Process / lessons / loc
1 2 3 4 5
User Guides | Simulations | How to use WBT
(2 of 6)
Quick Navigation :
Access Your Transaction List
Begin by selecting the Transaction Management high-level task (1) and then clicking the Transaction List (2) link on the screen or on the left. A list of transactions for the open cycle displays.
To filter the list by cycle, select a different cycle (3) and click the Search button (4).
To filter the list further, click the Plus Sign icon (5) to open the Search Criteria section. Specify search critera in any of the available fields (6). For example, to search for transactions of $500 and over, select the >= symbol and then type 500 in the $ field.
transactions pendin
Pending from the
usbank
U.S. Bank Access® Online
Order Management
Transaction Management
Account Information
Reporting
My Personal Information
Home
Contact Us
Message fr
1
You are viewing Acce
Online is a web-enab
easily configured and
implement the features and functionality that best support and/or enhance their business processes.
Access Online harnesses the power of the Internet within a secured environment bringing our clients online access to their payment solutions anytime, anywhere.
When our clients are ready, so is Access Online.

WBT navigation lets you go from one lesson to the other, go screen by screen, or skip around within a lesson.

Procedural steps display here.

Sample screens and numbered pins display here.

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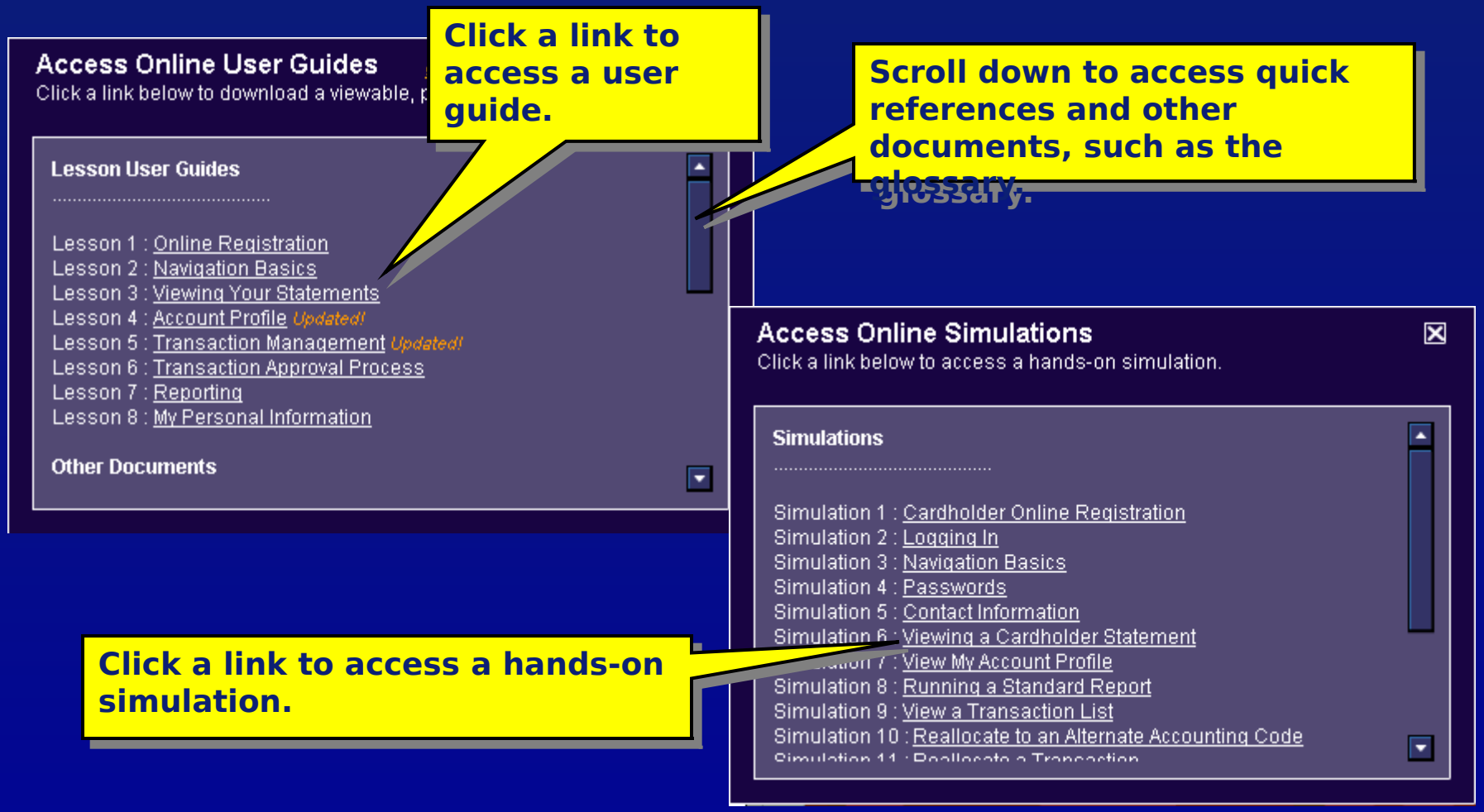
Web-Based Training


Click a link to access a user guide.
Scroll down to access quick references and other documents, such as the glossary.
Access Online User Guides
Click a link below to download a viewable,
Lesson User Guides
Lesson 1 : Online Registration
Lesson 2 : Navigation Basics
Lesson 3 : Viewing Your Statements
Lesson 4 : Account Profile Updated!
Lesson 5 : Transaction Management Updated!
Lesson 6 : Transaction Approval Process
Lesson 7 : Reporting
Lesson 8 : My Personal Information
Other Documents
Access Online Simulations
Click a link below to access a hands-on simulation.
Simulations
Simulation 1 : Cardholder Online Registration
Simulation 2 : Logging In
Simulation 3 : Navigation Basics
Simulation 4 : Passwords
Simulation 5 : Contact Information
Simulation 6 : Viewing a Cardholder Statement
Simulation 8 : Running a Standard Report
Simulation 9 : View a Transaction List
Simulation 10 : Reallocate to an Alternate Accounting Code
Click a link to access a hands-on simulation.

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